

## 6. PMC SYSTEM OVERVIEW

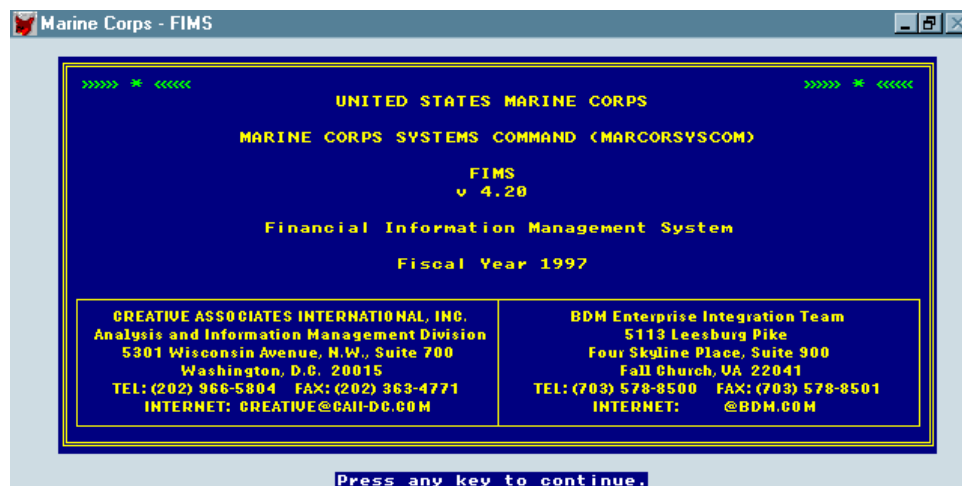
This chapter provides basic instructions for starting and navigating through the FIMS PMC System and discusses the System's menu structure.

This interactive system is designed to allow for:

- Maintenance of data on funding documents (basic and amendments), from initial entry as funding action requests (FARs) through full obligation or liquidation
- Maintenance of supporting and reference data on Subheads, Resource Control Numbers, Budget Activities, Appropriation, and Program Managers
- Tracking, through on-line queries and displays and printed reports, the status of documents and reference entities
- Exchange of accounting information with the mainframe-based Headquarters Accounting System (HAS) and Standard Accounting, Budgeting and Reporting System (SABRS)

### 6.1 GETTING STARTED

Log on to the network and start the FIMS program by double clicking on the FIMS icon with the left mouse button. The FIMS Main Screen (Figure 6-1) will be displayed.



**Figure 6-1: FIMS Main Screen**

The current software version and Fiscal Year are prominently displayed in the middle of this screen. As instructed on the bottom of the display, press any key for the next screen.

The next screen (Figure 6-2) will ask you for your password. To continue, enter your password and press the **Enter** key. You have three chances to enter the correct information. After the third attempt, and if the password is still incorrect, the system will abort further attempts at gaining access to the FIMS programs.



Figure 6-2: Password ID Dialog Box

If your password is accepted by the system, the PMC Main Menu (Figure 6-3) is displayed.

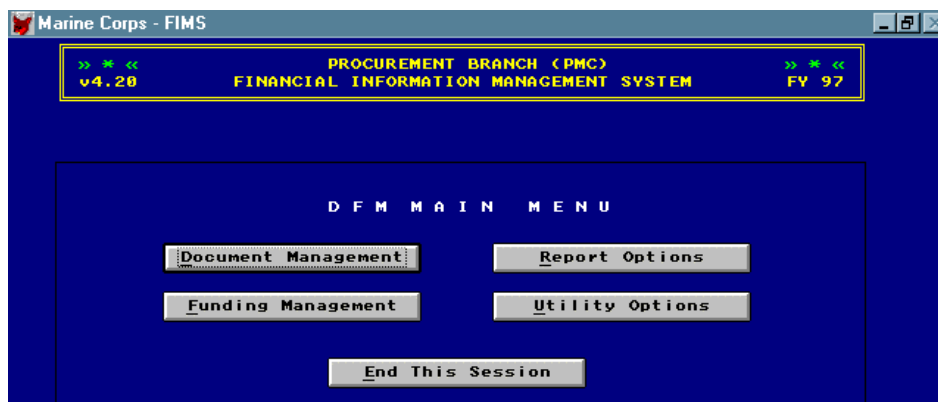


Figure 6-3: PMC Main Menu

## 6.2 MENU STRUCTURE

An expanded PMC menu tree is provided in Appendix D. The PMC Main Menu contains four function buttons for accessing the various activities in the program. They are:

<b>Document Management</b>	develop and track various types of funding, non-travel and travel <i>documents</i>
<b>Funding Management</b>	modify and transfer <i>funds</i> ; view and manipulate data in budget activities, subheads, PM codes and field activities
<b>Report Options</b>	display and print out a number of different <i>reports</i>
<b>Utility Options</b>	manage users and passwords and change or create a fiscal year

## 6.3 DOCUMENT MANAGEMENT

When this option is selected, the Document Management Menu (Figure 6-4) is displayed.

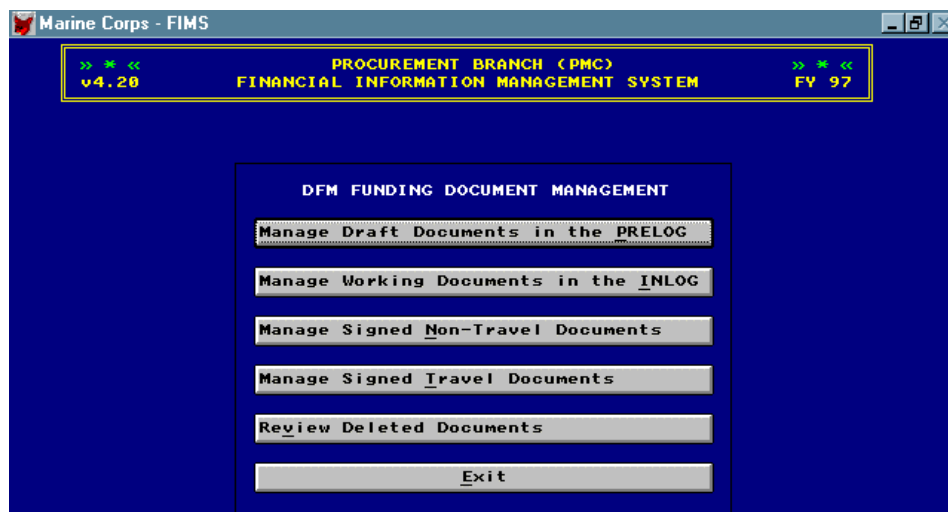


Figure 6-4: Document Management Menu

The four options available in this menu are summarized below:

**Manage Draft Documents in the PRELOG**

generate draft documents; view and edit documents in Prelog; submit documents to Inlog for review and approval; review reasons for rejection of documents from Inlog

**Manage Working Documents in INLOG**

review documents from Prelog and commit or reject back to Prelog with an explanation; generate draft documents; delete a form; place a document on hold; edit the contents of a document

**Manage Signed Non-Travel Documents**

review non-travel documents which have been approved; obligate funds; cancel documents

**Manage Signed Travel Documents**

review approved travel documents

There are six types of documents supported by this system. Each document has some different qualities which set it apart from each of the others. These differences have to do with the information associated with the document type and how the document is handled.

Listed in Table 6-1 below are the six document types and their characteristics:

**Table 6-1: Document Types and Characteristics**

Document Type	Characteristics
<i><b>Request for Contractual Procurement (RC)</b></i>	<ul style="list-style-type: none"><li>• Committed and obligated separately</li><li>• Can be obligated in parts</li><li>• Funds can be obligated or deobligated</li><li>• Has only one document amount</li><li>• Basic document can be rejected if no funds are obligated</li><li>• A negative amendment must be confirmed in order for it to take effect</li><li>• A negative amendment having sufficient funds and is to be committed cannot be left unconfirmed</li><li>• A negative amendment lacking sufficient funds and is to be committed will be left unconfirmed</li><li>• Documents are not liquidated</li><li>• A negative amendment may need to be rejected after confirmation</li><li>• A positive amendment can be rejected if there are enough funds deobligated for the entire document (cumulative)</li></ul>

<b><i>Work Request (WR)</i></b>	<ul style="list-style-type: none"> <li>• Documents have only one document amount</li> <li>• Documents can be committed and obligated at the same time</li> <li>• Committed funds are obligated against the basic document or amendment which they were committed under</li> <li>• Documents cannot be obligated in parts, only in full (applies only when there are no amendments)</li> <li>• Documents can be deobligated once they have been obligated</li> <li>• A negative amendment must be obligated in order to take effect</li> <li>• If a negative amendment is to be committed and there are sufficient funds, it can be obligated at commitment or committed and left unobligated</li> <li>• If a negative amendment is to be committed and there are insufficient funds, it can be left unobligated</li> <li>• Documents are not liquidated</li> <li>• A basic document can be rejected if it is not obligated and has no obligated amendments</li> <li>• An amendment can be rejected if it is not obligated</li> </ul>
<b><i>Military Interdepartmental Purchase Request (MP)</i></b>	<ul style="list-style-type: none"> <li>• Looks and acts like an RC with one exception: If a negative amendment is to be committed and there are sufficient funds, the amendments can be committed and confirmed or committed and left unconfirmed</li> </ul>
<b><i>Purchase Order (PO)</i></b>	<ul style="list-style-type: none"> <li>• Looks and acts like a Work Request with one exception: The period of performance date is mandatory</li> </ul>

<b><i>Travel Order (TO)</i></b>	<ul style="list-style-type: none"><li>• Documents have three amounts which compose the total document amount: per diem, transportation and other</li><li>• Documents can be committed and obligated at the same time</li><li>• Committed funds are obligated against the basic document or amendment which they were committed under</li><li>• Documents can be obligated in parts, based on actual liquidation amount</li><li>• Negative amendments must be obligated at commitment</li><li>• Documents can be liquidated</li><li>• Documents can be deobligated once they have been obligated</li><li>• Documents can be canceled</li><li>• Documents cannot be rejected</li></ul>
<b><i>Military Standard Requisitioning and Issue Procedure (MS)</i></b>	<ul style="list-style-type: none"><li>• Documents have only one document amount</li><li>• Documents must be committed and obligated at the same time</li><li>• Committed funds are obligated against the basic document or amendment which they were committed under</li><li>• Documents are committed/obligated in pieces as the individual items are either ordered or received (depends on documentation provided)</li><li>• Negative amendments must be obligated at commitment</li><li>• Documents can be deobligated once they have been obligated</li><li>• Documents are not liquidated</li><li>• A basic document can be rejected</li><li>• An amendment can be rejected</li><li>• Documents cannot be canceled</li></ul>

For those document numbers that are based, in part, on the source of funds, that element of the document number will be based on the source of funds for the first line of accounting on the document.

For the PMC Branch, a breakdown of the document number is as follows:

**Document Number:** M95450fydt????

fy 2 digit fiscal year that document was created  
dt 2 character document type

**Non-travel document number:** M95450fydtfbxxx

f 1 digit fiscal year of funds  
b 1 digit budget activity  
xxx 3 digit sequential for each budget activity, starts at 001

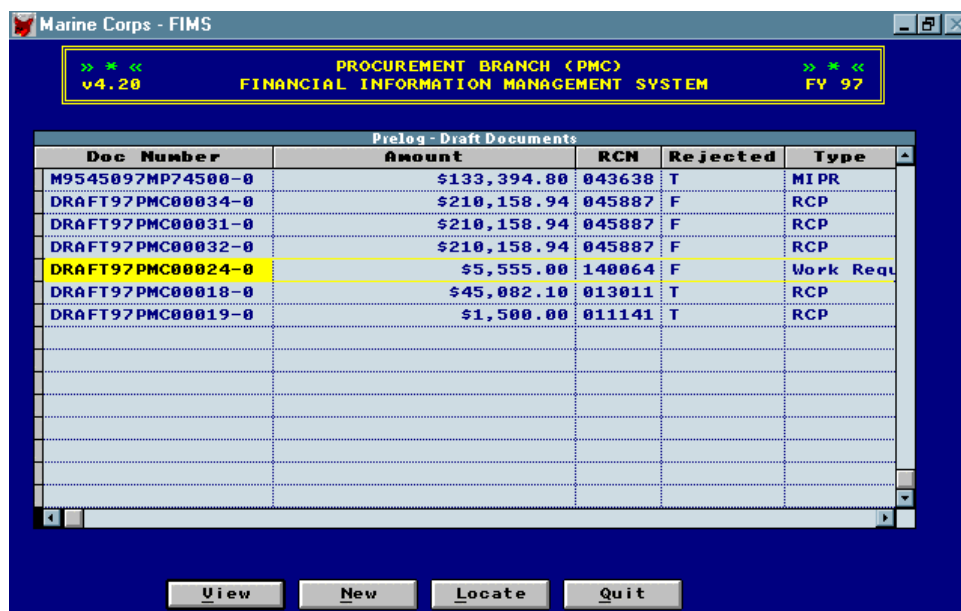
**Travel Order document number:** M95450fyTcfbxxx

c 1 character category of traveler  
b 1 digit budget activity  
xxx 3 digit sequential number entered by the user

⊗ *The budget analyst/reviewer has the option of overwriting the entire document number.*

### 6.3.1 DRAFT DOCUMENTS IN THE PRELOG

Click on **Manage Draft Documents in the PRELOG** and a list of all documents in Prelog is displayed (Figure 6-5). Documents identified as Drafts are new funding action requests (FARs) which have not yet been submitted to the budget analyst for review and approval. Drafts which have been submitted to the budget analyst in the Inlog have a document number assigned to them (e.g., M9545096RC62016-2). This unique identifier is assigned by the reviewer when the Draft is submitted to the Inlog.



Doc Number	Amount	RCN	Rejected	Type
M9545097MP74500-0	\$133,394.80	043638	T	MIPR
DRAFT97PMC00034-0	\$210,158.94	045887	F	RCP
DRAFT97PMC00031-0	\$210,158.94	045887	F	RCP
DRAFT97PMC00032-0	\$210,158.94	045887	F	RCP
DRAFT97PMC00024-0	\$5,555.00	140064	F	Work Requ
DRAFT97PMC00018-0	\$45,082.10	013011	T	RCP
DRAFT97PMC00019-0	\$1,500.00	011141	T	RCP

Figure 6-5: Prelog Documents



### 6.3.1.1 VIEWING, LOCATING AND EDITING EXISTING DOCUMENTS

To view a particular document, highlight the document number and click on **View**. To quickly locate a document in a long list, click on **Locate** and an insert will appear prompting you to enter the document's last four digits and amendment number:

**Document to be located :**  -

Enter the appropriate information and press the Enter key. If the document exists, the document number will be highlighted. To view its contents, click on **View**. If the document number doesn't exist, a display will inform you that the document doesn't exist. If it does, it will appear on screen (Figure 6-6).

**Marine Corps - FIMS** **WR - Work Request**

Document Number : **DRAFT97PMC00024** Amendment Number : **0**

Activity Code :  Attention :  **Chg**

Completion : **09/30/99** Funds Expire : **09/30/99** Consulting Services : **F**

Budget POC : **MARIE MARTINEZ(DSN 426-1130)**

Technical POC : **MR. V. HARDIN**

Authorizing Official : **C. N. BROWN, JR**

Approvals **Remarks**  
**Copy To**

Appropriation : **1771109** Subhead : **4404**

RCN : **140064** PM: **C2** Total Document Amount : **\$11,110.00**

Funds Source	Line of Accounting	Amount
140064	AA 031 20701 0 000027 2D 000000 400640000024	\$5,555.00
140064	AA 031 20701 0 000027 2D 000000 400640000024	\$5,555.00

**Add** **Edit** **Delete**

**Quit** **Edit** **Delete** **Submit** **Rejection** **Approve** **Print**

**Figure 6-6: Document Display**

To edit a document, select the **Edit** button located along the bottom of the form. While in the edit mode, the option buttons will change. You'll only be able to Cancel or Save your changes (Figure 6-7).

**Marine Corps - FIMS** WR - Work Request

Document Number :  Amendment Number :

Activity Code :  Attention :

Completion :  Funds Expire :  Consulting Services :

Budget POC :

Technical POC :

Authorizing Official :

Appropriation :  Subhead :

RCN :  PM :  Total Document Amount :

Funds Source	Line of Accounting	Amount
140064	AA 031 20701 0 000027 2D 000000 4006400000024	\$5,555.00
140064	AA 031 20701 0 000027 2D 000000 4006400000024	\$5,555.00

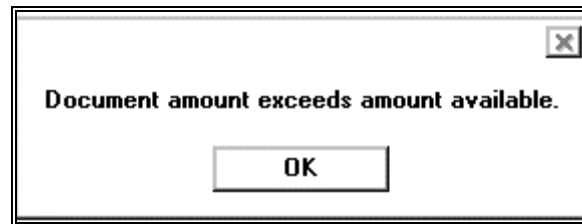
**Figure 6-7: Prelog Edit Mode**

In addition, the following option buttons are available (right side of form display):

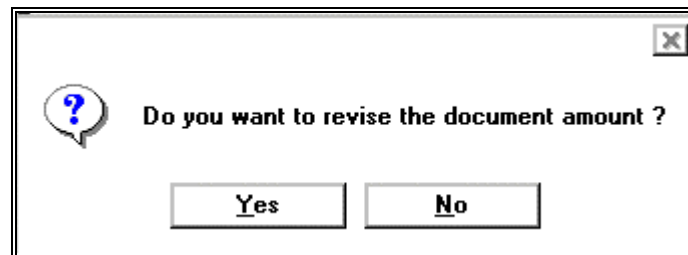
- Approvals** view approval, editorial, rejection and submission activities taken on this form
- Remarks** view/add general comments in the Remarks box which is attached to the form
- Items** view/add data items which are relevant to certain form types (button is disabled on forms not supported by this function)
- Delivery** view/write delivery instructions for this document
- Shipping** view/input shipping instructions for this particular document
- Copy To** view/identify agency names and individuals who will receive a copy of the completed form

While in the edit mode, tab through the various fields and change/add values as required. Certain fields will contain a drop list from which you can select a field entry. To view the list, leave the field blank and press the Enter key. If any changes conflict with established

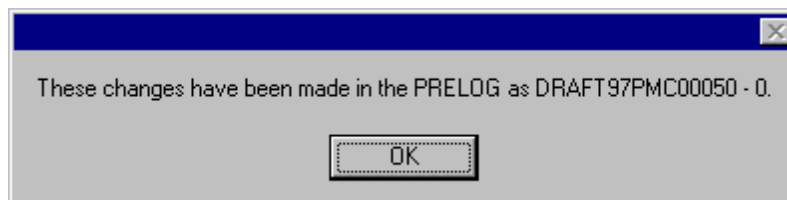
parameters, an appropriate message will be displayed. An example of one message which could be displayed due to funding conflicts is:



Clicking on the OK button will yield the following display:



The user has the option of revising the document amount or proceeding without making an adjustment. Once the appropriate changes are made and the Save option is selected, the following display will confirm the save action:



Click on OK to complete the save activity.

Other options available while **viewing** a document (Figure 6-6) are:

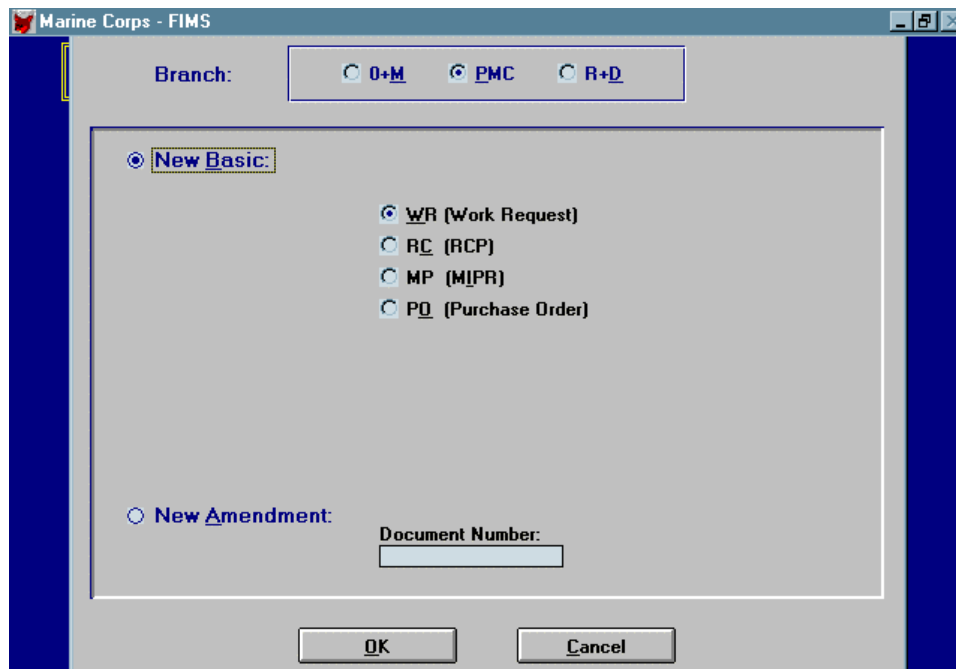
<b>Quit</b>	return to the previous screen
<b>Delete</b>	delete the current form
<b>Submit</b>	forward form to Inlog for Budget Analyst to review
<b>Rejection</b>	review reason(s) for rejection of form (activated only when form is rejected from Inlog)
<b>Approve</b>	review historical action data on document or, if authorized, approve this document's FAR

**Print**

produce hardcopy of information on the appropriate form

### 6.3.1.2 CREATING A NEW BASIC FORM OR AMENDING AN EXISTING FORM

Select **New** from the Prelog Draft Documents screen (Figure 6-5) to create a New Basic form or Amend an existing form. The next screen prompts the user to select between creating a new basic form or amending an existing document (Figure 6-8).



**Figure 6-8: New Form Dialog Box**

The Branch designator (O&M, PMC or R&D) is automatically marked based on your password. If New Basic is chosen, the user is required to select one of the six forms listed, click on OK, and the appropriate blank form will appear (Figure 6-9).

Marine Corps - FIMS

WR - Work Request

Document Number :  Amendment Number :

Activity Code :  Attention :

Completion :  Funds Expire :  Consulting Services : ☐

Budget POC :

Technical POC :

Authorizing Official :

Appropriation :  Subhead :

RCN :  PM :  Total Document Amount :

Funds Source	Line of Accounting	Amount
AA 031 00701 0 000027 2D 000000 00		\$0.00

**Figure 6-9: New Blank Form**

Table 6-2 contains information regarding entry fields on a form.

**Table 6-2 : Form Field Description**

<i>Fields</i>	<i>Description</i>
Document Number	Unique tracking number assigned by the system.
Amendment Number	Identifies the number of revisions made to the document.
Activity Code	Identifies the addressee; created by DFM Budget Analyst.
Attention	Office code and/or Point of Contact of Addressee.
Change (Chg)	Change the default attention line
Completion	Date action is to be completed.
Funds Expire	Expiration date of funds used.
Consulting Services	A true/false field, that defaults to false. Identifies whether Contractor Consulting Services are used.
Budget POC	Drop down list with DFM analysts.
Technical POC	Name and phone # of Project Officer or other point of contact.
Authorizing Official	Official with Signature Authority.

Clicking on **Edit** in the Funds Source, Line of Accounting box yields the funding and accounting dialog box (Figure 6-10).

**Line of Accounting**

**Source of Funds**

Appropriation : 1771109      Subhead : 4404      Available \$ : \$0.00

RCN : 140064      PM: C2

**Line of Accounting**

ACRN : AA      Amount : \$5,555.00

	Object Class	BCN	SA	AAA	TT	PAA	Cost Code
<input checked="" type="radio"/> Standard	031	20701	0	000027	20	000000	4006400000024
<input type="radio"/> Custom							

Save      Cancel

**Figure 6-10: Funding & Accounting Dialog Box**

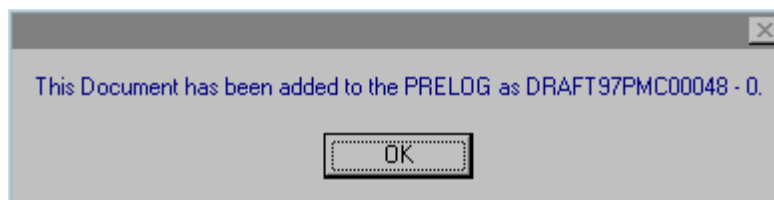
Table 6-3 describes entries in the Funds Source, Line of Accounting fields.

**Table 6-3: Accounting Field Descriptions**

<i>Fields</i>	<i>Description</i>
Appropriation	Official with Signature Authority.
Subhead	Identifies the administering office and the budget program.
Available	Provides remaining balance of funds for a work center. Computed as funds authorized less funds committed.
RCN	Identifies the Resource Control Number providing funds
PM	Identifies the Program Manager
ACRN	Accounting Classification Reference Number, assigned as a prefix in sequential order (AA, AB, etc.) to uniquely identify multiple lines of appropriation data present on the source document.
Amount	\$\$ amount of the document.
Object Class	Classifies financial transactions in terms of the nature of the services or articles for which obligations are incurred.
BCN	Bureau Control Number - Identifies the Operating Budget (OPBUD) holder of the funds.
SA	Suballotment Number - Identifies centrally managed operating budget (CMOB) administered at HQMC. Unless funds come from a HQMC controlled CMOB, this is zero filled.

AAA	Authorized Accounting Activity - Identifies the activity responsibility and authorized to perform accounting functions for the BCN/OPBUD. For MARCORSYSCOM, it is HQMC, 000027.
TT	Transaction Type Code - Used for travel to classify payments/receipts as to category.
PAA	Plant Accounting Activity - Used for TAD documents or Plant Property equipment purchases. For all other documents, should be zero filled.
Cost Code	Locally assigned code utilizing last 12 digits of the Document Number.

Fill in the appropriate information and select **Save**. This will assign a draft number to the document and add it to the Prelog document list.

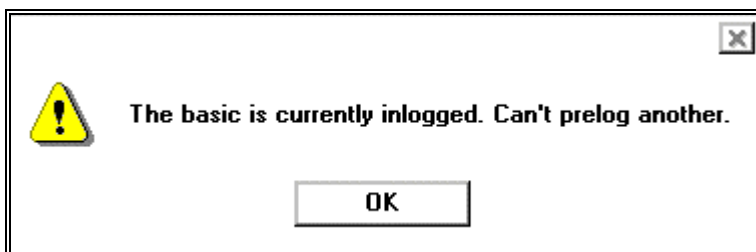


Click on OK to continue.

When the document is ready to be reviewed by a budget analyst for approval, highlight its draft number from the Prelog document list, select **View** to access its contents, and click on the **Submit** button located along the bottom of the form. The document will be sent to the Inlog for review by the budget analyst. The following message will be displayed to confirm this action:



If an amendment to a signed document is required, click on **Amendment** from the New Form Dialog Box (Figure ), enter the **signed** document number including amendment number, if not an initial document, and click on OK. If the document exists, it will be displayed on screen where amendments can be initiated. If a non-signed document number is entered, the following display will appear:



This display is informing the user that the document requested is still in Inlog and has not yet been signed. Amendments cannot be made to the document at this time.

### 6.3.1.3 RETURNED DOCUMENTS

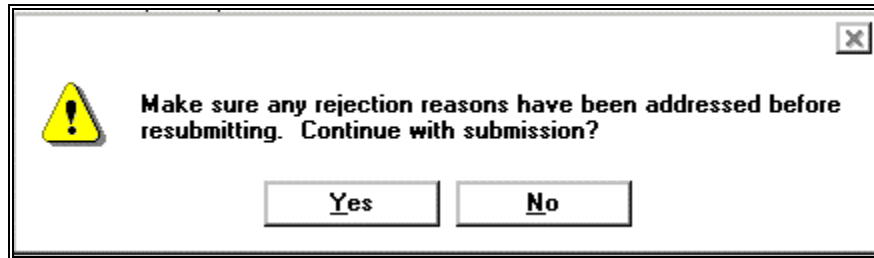
Once a document is submitted for review and approval consideration (going from Prelog to Inlog), the reviewer (budget analyst) has the option of editing minor deficiencies before approving the FAR, or to reject the entire document back to the Prelog, with an explanation. If rejected, the document will be sent back to Prelog and when it's viewed, will be marked **RETURNED** in the upper left corner of the document. Click on the **Returned** button and the reviewer's reason(s) for rejecting the form will appear in a box on the bottom of the form (Figure 6-11).

The image shows a screenshot of the "Marine Corps - FIMS" software interface, specifically the "WR - Work Request" form. The form contains various fields for document information, including Document Number (DRAFT97PMC00024), Amendment Number (0), Activity Code, Attention, Completion date (09/30/99), Funds Expire date (09/30/99), Consulting Services (F), Budget POC (MARIE MARTINEZ(DSN 426-1130)), Technical POC (MR. V. HARDIN), and Authorizing Official (C. N. BROWN, JR). It also includes fields for Appropriation (1771109), Subhead (4404), RCN (140064), PM (C2), and Total Document Amount (\$11,110.00). A table lists Funds Source and Line of Accounting with corresponding amounts. At the bottom, a section titled "Reason for rejecting this document:" contains a text box with the text "dgsdf". A blue arrow points to this text box. Buttons for "Approvals", "Remarks", "Copy To", "Add", "Edit", "Delete", and "Quit" are also visible.

Figure 6-11: Form Returned Reason(s)

The deficiency noted in the box needs to be corrected before re-submitting back to Inlog. Once corrected and re-submitted, the following message will appear:





Click on Yes to re-submit to Inlog for further review or No to abort.

### 6.3.2 MANAGE WORKING DOCUMENTS IN THE INLOG

Click on **Manage Working Documents in the INLOG** and a list of all documents in Inlog is displayed (Figure 6-12).

Marine Corps - FIMS

PROCUREMENT BRANCH (PMC)  
v4.20 FINANCIAL INFORMATION MANAGEMENT SYSTEM FY 97

Doc Number	Amount	RCN	Received	On Hold
M9545097MP74338-0	\$1,250,000.00	144368	06/25/97	F
M9545097RC76022-2	\$45,000.00	068933	06/25/97	F
M9545097RC76114-0	\$31,084.00	068933	06/25/97	F
M9545097RC76115-0	\$46,797.00	068933	06/25/97	F
M9545097RC76116-0	\$35,826.00	068933	06/25/97	F
M9545097RC76117-0	\$88,272.00	068933	06/25/97	F
M9545097RC76118-0	\$187,121.00	068933	06/25/97	F
M9545097WR74339-0	\$25,000.00	140034	06/25/97	F
M9545097MP73012-2	\$20,000.00	035401	06/19/97	F
M9545097RC74221-2	\$-4,092.00	044197	06/19/97	F
M9545097RC74331-0	\$1,500,000.00	043638	06/19/97	F
M9545097RC74327-0	\$199,003.00	141044	06/18/97	F
M9545097RC72019-0	\$1,142,000.00	022591	06/12/97	F
M9545097WR74076-1	\$0.00	140075	06/10/97	T
M9545097WR74321-0	\$0.00	140075	06/10/97	F

View New Locate Quit

Figure 6-12: Inlog Document List

- ☹ *Documents listed as Drafts have not yet been officially reviewed by the budget analyst. In order to have the system assign a document number, the reviewer is required to view the document, enter the edit mode and save changes (even though no changes may have been made). Once the save button is selected (from the edit mode), the system will automatically assign a document number to the draft form.*

#### 6.3.2.1 VIEWING, LOCATING AND EDITING EXISTING DOCUMENTS

To look at the contents of a particular document, highlight the document's number and click on the **View** button. To highlight a document number, use the up or down arrow key and move the cursor to a selection or, using the mouse, click on a selection. To find a particular document from a long list of documents, click the **Locate** button and enter the document's last four digits and amendment number in the prompt box and press the Enter key.

**Document to be located :**  -

If the document exists, its number will be highlighted. To look at the document, click the **View** button and the form will be displayed (Figure 6-13).

**Marine Corps - FIMS**  
**RCP - Request For Contractual Procurement**

Document Number : **M9545097RC76114** Amendment Number : **0**

Activity Code : **CTQ** Attention : **V. TOLAN** **Chg**

Completion : **09/30/97** Funds Expire : **09/30/97**

Advanced : **F** Priority : **13** Consulting Services : **F**

Budget POC : **TERRY L. WALKER (278-2341)**

Technical POC : **PM: CSLE (A. HARLOW @ DSN 278-4287, x269)**

Transportation Allotment : **MARINE CORPS BULLETIN 4610 REFERS.**

Authorizing Official : **G. W. PARKS.**

Appropriation : **1771109** Subhead : **6893**

RCN : **068933** PM: **SS** Total Document Amount : **\$31,084.00**

Funds Source	Line of Accounting	Amount
068933	AA 031 00701 0 000027 2D 000000 689330076114	\$31,084.00

**Buttons:** Approvals, Remarks, Items, Delivery, Shipping, Copy To, Quit, Edit, Delete, Return, Commit, Hold, Print

**Figure 6-13: Inlog Form Display**

The following options are available while working with a document in Inlog (located along bottom of form):

**Quit**

return to the previous screen

**Edit**

change entries in data fields; assign document number to draft forms

**Delete**

delete the current form

**Reject**

reject document back to Prelog

**Commit**

“approve” and “sign” the funding action request

**Hold**

place the document on hold, primarily due to lack of sufficient funds

**Print**

produce a hardcopy of information on the appropriate form

### 6.3.2.1.1 EDITING A DOCUMENT

To edit a document, select the **Edit** button (bottom of form) and the fields in the upper half of the form can now be changed. While in the edit mode, the option buttons will change. You'll only be able to Cancel or Save any changes you make (Figure 6-14).

The screenshot shows the 'Marine Corps - FIMS' application window. The title bar reads 'RFP - Request For Contractual Procurement'. The form contains the following fields and values:

- Document Number: M9545097RC76114
- Amendment Number: 0
- Activity Code: CTQ
- Attention: V. TOLAN
- Completion: 09/30/97
- Funds Expire: 09/30/97
- Advanced: F
- Priority: 13
- Consulting Services: F
- Budget POC: TERRY L. WALKER (278-2341)
- Technical POC: PM: CSLE (A. HARLOW @ DSN 278-4287, x269)
- Transportation Allotment: MARINE CORPS BULLETIN 4610 REFERS.
- Authorizing Official: G. W. PARKS.
- Appropriation: 1771109
- Subhead: 6893
- RCN: 068933
- PM: SS
- Total Document Amount: \$31,084.00

Below these fields is a table with the following data:

Funds Source	Line of Accounting	Amount
068933	AA 031 00701 0 000027 2D 000000 689330076114	\$31,084.00

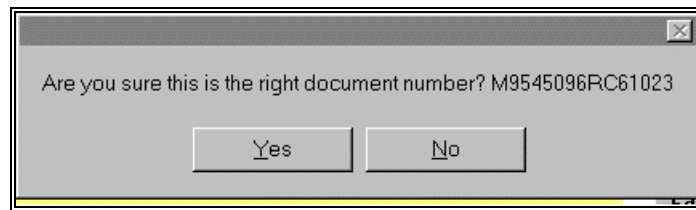
At the bottom of the form are buttons: Cancel, Save, Delete, Return, Commit, Hold, and Print. On the right side, there is a vertical stack of buttons: Approvals, Remarks, Items, Delivery, Shipping, and Copy To.

Figure 6-14: Inlog Edit Mode

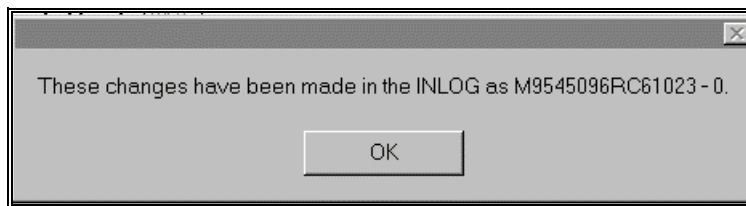
- ⊗ *If this is a draft document, clicking on the Save button will display a document number which the system will assign to this document.*

The dialog box has a title bar that says 'Enter a Unique Document Number'. Inside, the number 'M9545096RC61023' is displayed in red text on a green background.

*The user has the option of accepting or changing this number. To accept, press the Enter key or change the number and press Enter. The following message will be displayed.*



*Click on the Yes button to continue or No to abort. If Yes is selected the following will be displayed.*



*The draft document is now assigned a basic document number which will be used throughout the process. Click the OK button continue.*

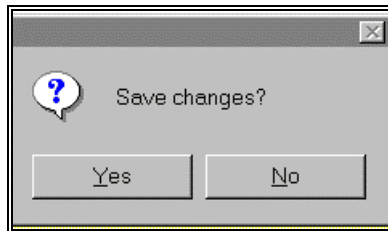
Clicking the **Edit** button in the Funds Source, Line of Accounting box activates the funding and accounting dialog box, where changes to these fields can be made (Figure 6-15).

A screenshot of the "Line of Accounting" dialog box. The title bar says "Line of Accounting". The main area is divided into two sections. The top section, "Source of Funds", contains fields for "Appropriation : 1771109", "Subhead : 6893", and "Available \$ : \$1,110,112.06". Below these are "RCN : 068933" and "PM: SS". The bottom section, "Line of Accounting", contains "ACRN : AA" and "Amount : \$31,084.00". Below this is a table with columns: "Object Class", "BCN", "SA", "AAA", "TT", "PAA", and "Cost Code". The table has two rows: "Standard" (selected) with values "031", "00701", "0", "000027", "20", "000000", and "689330076114"; and "Custom" (unselected). At the bottom are "Save" and "Cancel" buttons.

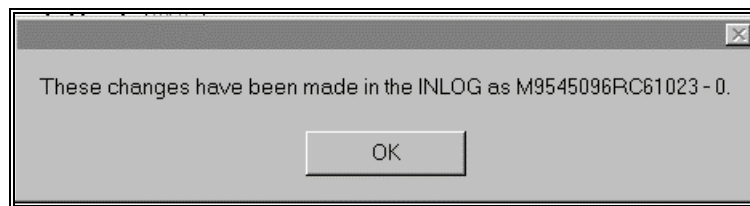
**Figure 6-15 : Accounting Edit Display**

While in the edit mode, tab through the various fields and change their values as required. If any changes conflict with established parameters (e.g., exceeds funding limits), an appropriate message will be displayed after clicking the **Save** button. You'll need to resolve this conflict before the system will continue with the save activity. After all

changes have been made and conflicts resolved (if any), click **Save** to update this document or **Cancel** to retain the original values (all changes made since the last save will be ignored). Entries in certain fields are mandatory before the system will allow changes to be saved. If left blank, the system will prompt the user for an entry. If you save the document, a message will appear asking whether changes should be saved.

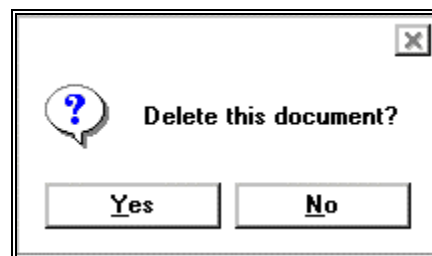


Click Yes to continue or No to abort. If Yes is selected, a change confirmation box is displayed informing the user of actions taken. Click the OK button to continue.

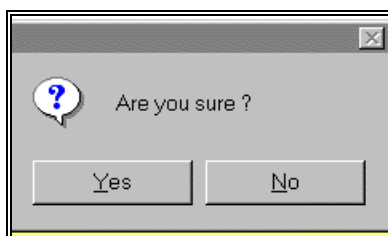


#### 6.3.2.1.2 DELETING OR REJECTING A DOCUMENT

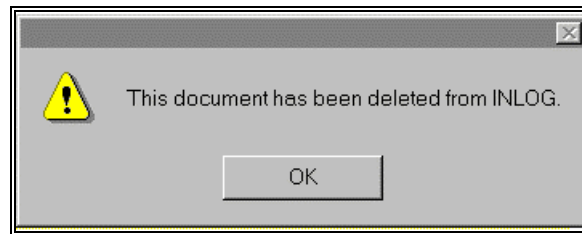
To delete the form being viewed, click on the **Delete** button and the following message will be displayed.



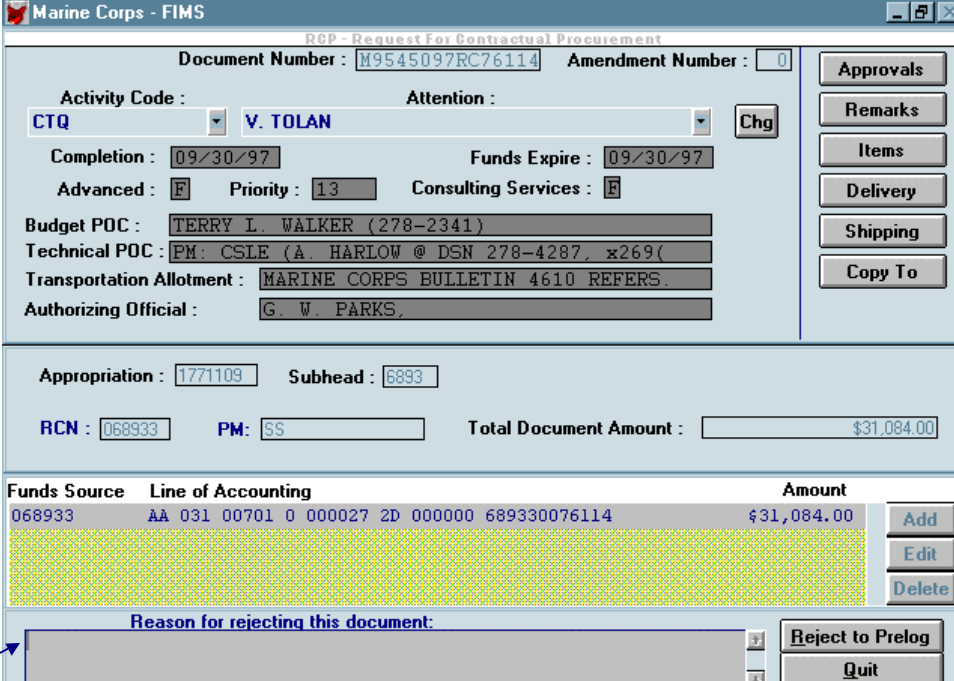
Click on Yes to delete the current form or No to cancel the delete activity. If Yes is selected, another message will ask if you're sure.



Clicking the Yes button will finally delete the form and display the final message. Click OK to continue.



To reject a form back to Prelog, click on the **Return** button and a narrative box will appear at the bottom of the form (Figure 6-16).



Marine Corps - FIMS

RCP - Request for Contractual Procurement

Document Number : M9545097RC76114 Amendment Number : 0

Activity Code : CTQ Attention : V. TOLAN

Completion : 09/30/97 Funds Expire : 09/30/97

Advanced : F Priority : 13 Consulting Services : F

Budget POC : TERRY L. WALKER (278-2341)

Technical POC : PM: CSLE (A. HARLOW @ DSN 278-4287, x269)

Transportation Allotment : MARINE CORPS BULLETIN 4610 REFERS.

Authorizing Official : G. W. PARKS.

Appropriation : 1771109 Subhead : 6893

RCN : 068933 PM: SS Total Document Amount : \$31,084.00

Funds Source	Line of Accounting	Amount
068933	AA 031 00701 0 000027 2D 000000 689330076114	\$31,084.00

Reason for rejecting this document:

Reject to Prelog

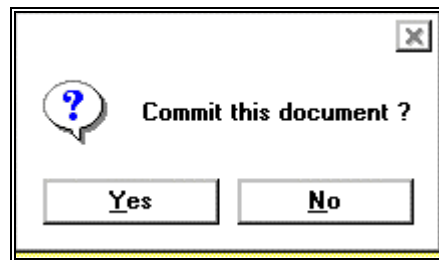
Quit

Figure 6-16 : Return Narrative Box

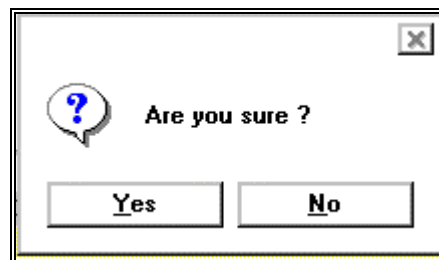
The reviewer cites reasons why the document is being rejected in this box. After entering the appropriate information, click the **Return to Prelog** button and the form will be removed from the Inlog working documents list and return to Prelog for further processing.

#### 6.3.2.1.3 COMMITTING OR PLACING A DOCUMENT ON HOLD

Once a document has been reviewed and the analyst is satisfied with the information, it's approved (signed) and the funds are committed. To accomplish this, click on the **Commit** button (from Figure 6-13), and the following message will be displayed:

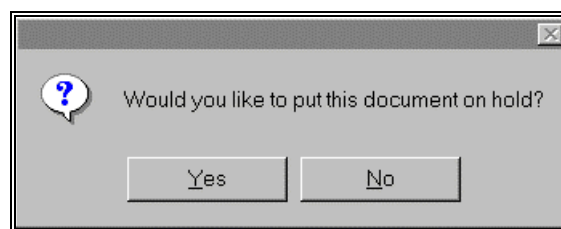


Click on Yes to continue or No to abort the Commit activity. If Yes is selected, another confirmation message is displayed:



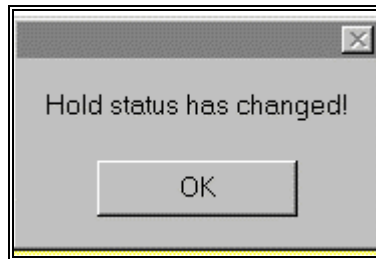
Again, select Yes to continue or No to abort. This iteration of confirmation messages provides the user several opportunities to abort the Commit activity. If Yes is selected, another message will appear saying that the document has been committed. It will now be sent to either the signed non-travel or travel document file for further tracking and processing.

In certain cases, an analyst may elect to place a document on hold due to lack of sufficient funding or other circumstances deemed appropriate by the analyst. To exercise this option, click on the **d** button (Figure 6-13) and the following message will appear:



Click the Yes button to continue or No to abort this activity.

Clicking Yes will display the following message.



This indicates that the document's hold status has changed. If the document was previously **not** on Hold status, it is now. If it was previously on Hold status, it has now been released. Click on the OK button and the document will be placed on Hold (Figure 6-17).

A screenshot of a software window titled "Marine Corps - FIMS". Inside the window, the text "ON HOLD" is prominently displayed in red in the upper left corner. A blue arrow points to this text. The form contains various fields for document information: Document Number (M9545097RC76114), Amendment Number (0), Activity Code (CTQ), Attention (V. TOLAN), Completion date (09/30/97), Funds Expire date (09/30/97), Priority (13), and Total Document Amount (\$31,084.00). There are also fields for Budget POC, Technical POC, Transportation Allotment, and Authorizing Official. On the right side, there is a vertical stack of buttons: Approvals, Remarks, Items, Delivery, Shipping, and Copy To. At the bottom, there is a table with columns for Funds Source, Line of Accounting, and Amount. The table contains one row with the following data: Funds Source 068933, Line of Accounting AA 031 00701 0 000027 2D 000000 689330076114, and Amount \$31,084.00. Below the table are buttons for Add, Edit, and Delete. At the very bottom of the window, there is a row of buttons: Quit, Edit, Delete, Return, Commit, Hold, and Print. The Commit button is disabled.

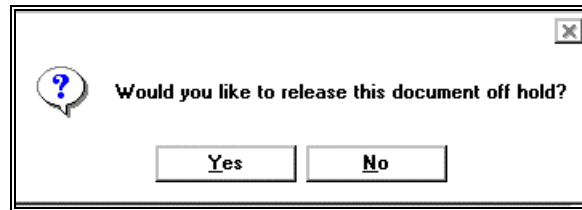
Figure 6-17: On Hold Status

The document has been marked **ON HOLD** in the upper left corner. Notice that the Commit button has been disabled. No commit activity can take place while the document is On Hold.

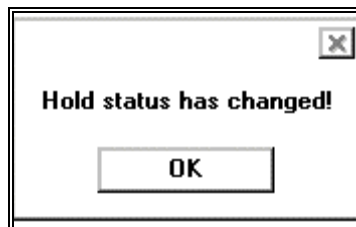
⊗ *In some cases, a document may automatically be placed On Hold by the system due to insufficient funds*

To release a document from hold, click the **Hold** button and the following message will appear.






Click the Yes button and the status change message will appear:



The form will now be released from hold. Click on the OK button to continue. Confirmation of this action can be made by viewing the document and noting that the **ON HOLD** marker is gone.

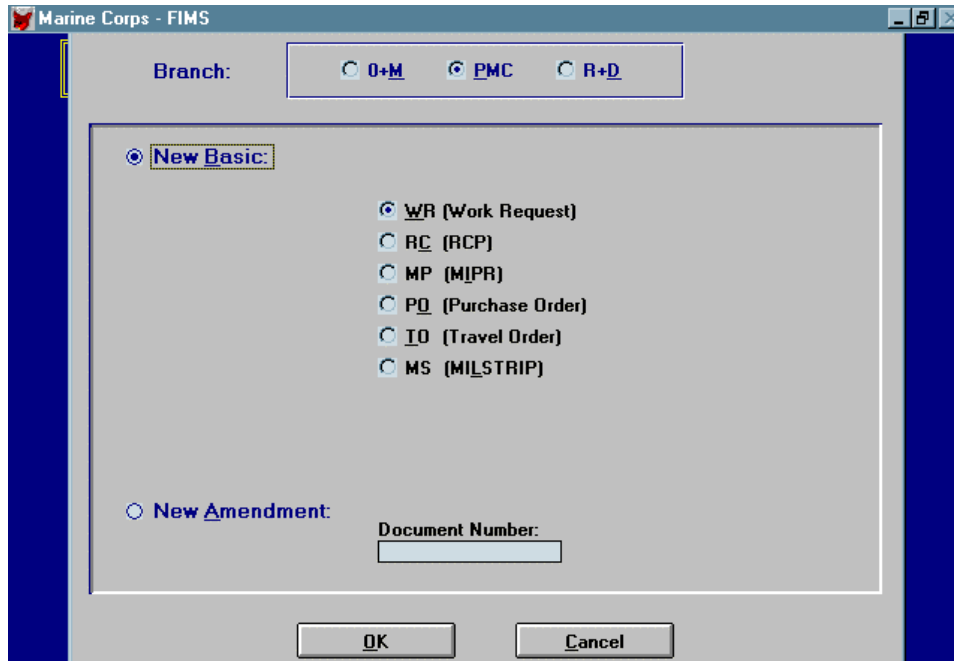
#### 6.3.2.1.4 PRINTING A DOCUMENT

☹ *Only WR, RC, PO and MP forms can be printed.*

To print the current form, click on the  button and the form will be printed. The system will provide an indication that it is printing through a dialog box for each page of the form as that page is printing. This process will produce the official DoD documents. The Inlog is the only point in the document management process that will produce the official DoD document. The process of printing in the Inlog will also transfer the document's information to the FormFlow application. The document information will be stored in the FormFlow data structures located in the FIMS application directory.

### 6.3.2.2 CREATING A NEW BASIC FORM OR AMENDING AN EXISTING DOCUMENT

From the Inlog Document List display (Figure 6-12), select **New** and click on **New Basic** or **Amendment** in the next display (Figure 6-18). Default selection is New Basic.

The screenshot shows a window titled "Marine Corps - FIMS". At the top, there is a "Branch:" label followed by three radio buttons: "O+M", "PMC" (which is selected), and "R+D". Below this, there is a large rectangular area containing two main options: "New Basic:" (selected with a radio button) and "New Amendment:". Under "New Basic:", there is a list of six form types, each with a radio button: "WR (Work Request)", "RC (RCP)", "MP (MIPR)", "PO (Purchase Order)", "IO (Travel Order)", and "MS (MILSTRIP)". Under "New Amendment:", there is a label "Document Number:" followed by a text input field. At the bottom of the window, there are two buttons: "OK" and "Cancel".

**Figure 6-18: Inlog New Form Selection**

The Branch designator (O&M, PMC or R&D) is marked according to your login password. If **New Basic** is selected, the user is required to choose a form from the list of six. Click in the circle to the left of the form desired and select OK. The requested blank form will be displayed (Figure 6-19).

Marine Corps - FIMS

WR - Work Request

Document Number :  Amendment Number :

Activity Code :  Attention :

Completion :  Funds Expire :  Consulting Services :

Budget POC :

Technical POC :

Authorizing Official :

Approvals   
Remarks   
Copy To

Appropriation :  Subhead :

RCN :  PM :  Total Document Amount :

Funds Source	Line of Accounting	Amount
AA 031 00701 0 000027 2D 000000	00	\$0.00

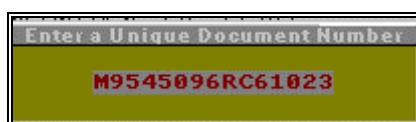
**Figure 6-19: New Blank Form**

Tab through the different fields and make the appropriate entries. Certain fields provide a drop down list to select from. These fields are identified by a down arrow head icon located to the right of the data field box. To view this list, click on the icon or leave a field blank and press the Enter key. The list will contain default values for related fields as well. Once all entries have been made, click the **Save** button to retain all entries, or **Cancel** to abort all entries made to the current form. Canceling changes will display the following message.

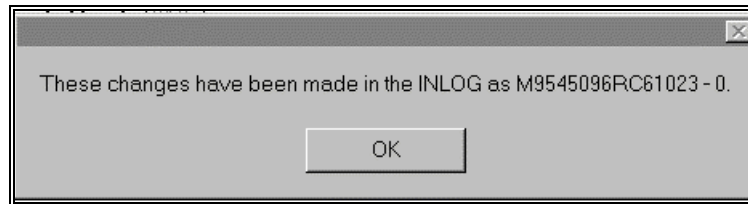


Click Yes to cancel changes or No to return to the form.

If **Save** is selected and there are no conflicts with established parameters, the system will display a document number it will assign to the new form.

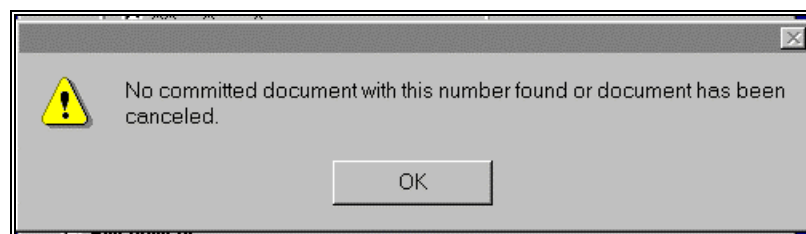


The user has the option of either accepting this number by pressing the Enter key, or changing the number before pressing the Enter key. To change the number, place the cursor anywhere in the number field and click once with the left mouse button. Then, using the right/left arrow keys, move the cursor to the left of the character/number to be replaced, press the Delete key, and enter a new character/number. After pressing the Enter key, the following message will confirm the completion of this action.

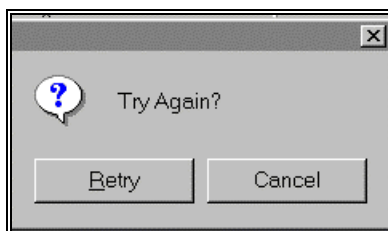


Click on the OK button to continue.

If an amendment to a signed/committed document is required, click on **Amendment** (Figure 6-18), enter the **signed** document number, and click the OK button. The amendment number will automatically be incremented. If the document exists, it will be displayed on screen where amendments can be made. Once changes are complete, save the document. If an invalid document number is entered, the following message will be displayed on screen.



Click the OK button and the user will be given another opportunity to enter a document number.

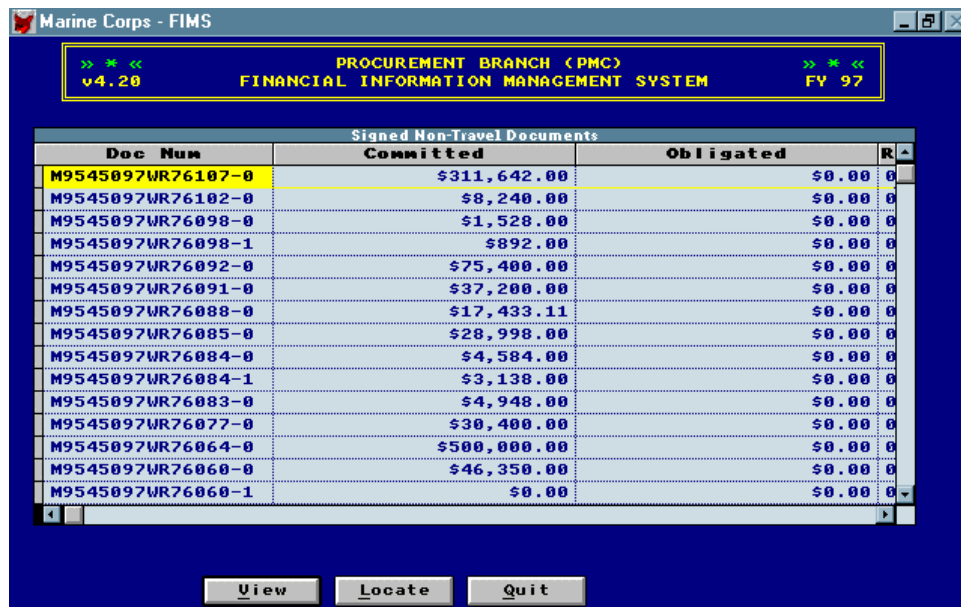


Select **Retry** to enter another document number or **Cancel** to abort.

The other options, **Approvals**, **Remarks**, **Items**, **Delivery**, **Shipping** and **Copy To** (right side of form) are identical to the descriptions cited in section 6.3.1.1.

### 6.3.3 MANAGE SIGNED NON-TRAVEL DOCUMENTS

Click on **Manage Signed Non-Travel Documents** and a list of all non-travel documents is displayed (Figure 6-20).



Doc Num	Committed	Obligated	R
M9545097WR76107-0	\$311,642.00	\$0.00	0
M9545097WR76102-0	\$8,240.00	\$0.00	0
M9545097WR76098-0	\$1,528.00	\$0.00	0
M9545097WR76098-1	\$892.00	\$0.00	0
M9545097WR76092-0	\$75,400.00	\$0.00	0
M9545097WR76091-0	\$37,200.00	\$0.00	0
M9545097WR76088-0	\$17,433.11	\$0.00	0
M9545097WR76085-0	\$28,998.00	\$0.00	0
M9545097WR76084-0	\$4,584.00	\$0.00	0
M9545097WR76084-1	\$3,138.00	\$0.00	0
M9545097WR76083-0	\$4,948.00	\$0.00	0
M9545097WR76077-0	\$30,400.00	\$0.00	0
M9545097WR76064-0	\$500,000.00	\$0.00	0
M9545097WR76060-0	\$46,350.00	\$0.00	0
M9545097WR76060-1	\$0.00	\$0.00	0

Figure 6-20: Signed Non-Travel Document List

#### 6.3.3.1 VIEWING AND LOCATING A DOCUMENT

To view a document, highlight the document number and click on the **View** button. To locate a document in a long list, click on **Locate**, enter the document's last four digits and amendment number (default is the basic document), and press the Enter key. If the document exists on this list, its number will be highlighted. Click on **View** to display the form on screen (Figure 6-21). If it doesn't exist, a message stating the same is momentarily displayed in the upper right corner of the screen.

**Marine Corps - FIMS** \_ \_ X

**WR - Work Request**

Document Number :  Amendment Number :

Activity Code :  Attention :

Completion :  Funds Expire :  Consulting Services :

Budget POC :

Technical POC :

Authorizing Official :

Appropriation :  Subhead :

RCN :  PM :  Total Document Amount :

Funds Source	Line of Accounting	Amount
067231	AA 031 00701 0 000027 2D 000000 672310076107	\$311,642.00

**Figure 6-21: Signed Non-Travel Document**

The following options are available while in the view mode and are summarized below.

**Cancel Doc**

cancel basic document and all amendments which haven't had funds obligated yet, or de-obligate funds first and cancel document

**Obligate**

plus funds down or up as they are obligated or de-obligated

**Confirm Neg Amnd**

identify whether a negative amendment has been confirmed

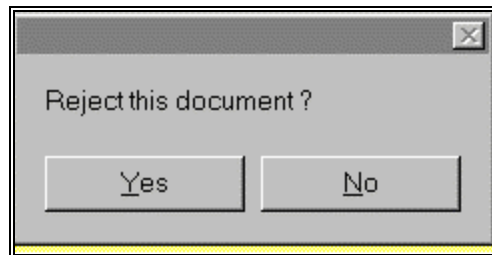
**Print**

produce a hardcopy of the current form

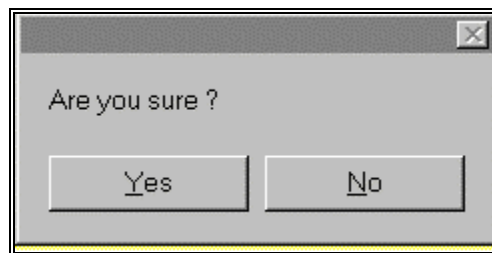
### 6.3.3.1.1 CANCELING A DOCUMENT

☹ *Only forms which have not yet been obligated can be canceled.*

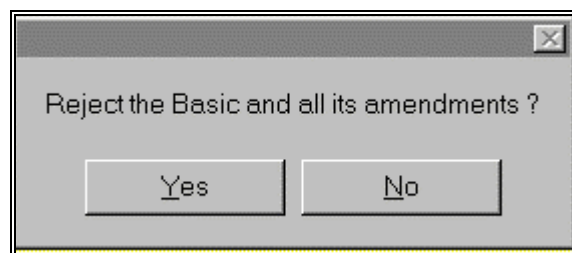
To cancel the form being viewed, click on the **Cancel Doc** button, and the following message is displayed.



Click Yes to continue and the following message will appear on screen.



To continue with the cancel activity, select Yes and the following is displayed.



Click on the Yes button to cancel the current document or No to abort.

If the form has already been obligated, it can't be canceled. The following message will be displayed.



Click on OK to abort canceling this document.

### 6.3.3.1.2 OBLIGATING A DOCUMENT

*To obligate a WR or PO form (this section will use the WR form, but it also applies to PO forms), select a WR document from the Signed Non-Travel Document list (Figure 6-20) and View its contents (Figure 6-22).*

**Marine Corps - FIMS** \_ \_ X

**WR - Work Request**

Document Number :  Amendment Number :

Activity Code :  Attention :

Completion :  Funds Expire :  Consulting Services : ☐

Budget POC :

Technical POC :

Authorizing Official :

---

Appropriation :  Subhead :

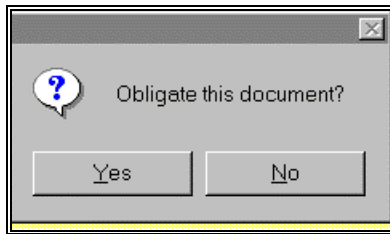
RCN :  PM:  Total Document Amount :

Funds Source	Line of Accounting	Amount	
064453	AA 031 00701 0 000027 2D 000000 644530076102	\$8,240.00	<input type="button" value="Add"/>
			<input type="button" value="Edit"/>
			<input type="button" value="Delete"/>

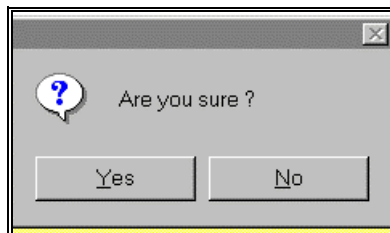
Figure 6-22: WR Document



While in the View mode, click the **Obligate** button located along the bottom of the form and the following message will appear.



Click on Yes to continue and the following message will display.



Again, click Yes to continue and the next screen will display the amount to be obligated, which is the entire committed amount, and can't be changed (Figure 6-23).

The screenshot shows the "Marine Corps - FIMS" application window. The title bar says "WR - Work Request". The form contains several fields: "Document Number" (M9545097WR76102), "Amendment Number" (0), "Activity Code" (NSWC INDIAN HEA), "Attention" (CODE 021 INDIAN HEAD DIVISION), "Completion" (09/30/97), "Funds Expire" (09/30/97), "Consulting Services" (checked), "Budget POC" (TERRY L. WALKER(278-2341)), "Technical POC" (PM: SST (T. HAIRFIELD @ DSN 278-2874,X223)), and "Authorizing Official" (G. W. PARKS). There are buttons for "Approvals", "Remarks", "Copy To", and "Chg". Below these are "Appropriation" (1771109), "Subhead" (6445), "RCN" (064453), "PM" (TS), and "Total Document Amount" (\$8,240.00). A table shows "Funds Source" and "Line of Accounting" with a single row: 064453 AA 031 00701 0 000027 2D 000000 644530076102 \$8,240.00. To the right of the table are "Add", "Edit", and "Delete" buttons. At the bottom, there is a field "Amount to obligate:" with a value of \$8,240.00 and "Yes" and "No" buttons. A blue arrow points from the caption to the "Amount to obligate:" field.

**Figure 6-23: Obligation Amount**

To accept and continue, click the Yes button and a date of obligation will be requested (Figure 6-24). Default is the current date.

Marine Corps - FIMS

WR - Work Request

Document Number : M9545097WR76102 Amendment Number : 0

Activity Code : NSWC INDIAN HEA Attention : CODE 021 INDIAN HEAD DIVISION Chg

Completion : 09/30/97 Funds Expire : 09/30/97 Consulting Services : F

Budget POC : TERRY L. WALKER(278-2341)

Technical POC : PM: SST (T. HAIRFIELD @ DSN 278-2874 X223)

Authorizing Official : G. W. PARKS

Approvals

Remarks

Copy To

Appropriation : 1771109 Subhead : 6445

RCN : 064453 PM: TS Total Document Amount : \$8,240.00

Funds Source	Line of Accounting	Amount
064453	AA 031 00701 0 000027 2D 000000 644530076102	\$8,240.00

Add

Edit

Delete

Date Obligated: 07/14/97 Yes No

Figure 6-24: Obligation Date

To accept the default, click the **Yes** button or change the date and select Yes. To abort, click the **No** button. After the Yes button is selected, the following message is displayed.



Click on OK to continue.

*To obligate an MS document,* select and view an MS form (Figure 6-25).

**Marine Corps - FIMS** MS - MilStrip

Document Number :  Amendment Number :

Activity Code :  Attention :

Fund Code :  Signal Code :  Consulting Services :

Budget POC :

Technical POC :

Authorizing Official :

Appropriation :  Subhead :

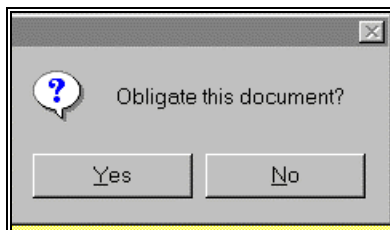
RCN :  PM:  Total Document Amount :

Funds Source	Line of Accounting	Amount
010050	AA 031 00701 0 000027 2D 000000 10050007R008	\$1,000.00

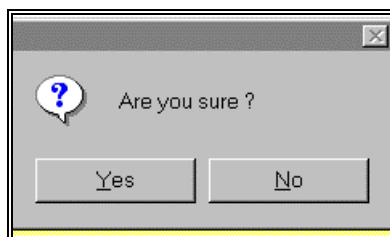
On the right side of the window, there are buttons for **Approvals**, **Remarks**, **Items**, and **Copy To**.

**Figure 6-25: MILSTRIP Document**

Click on the **Obligate** button and the following message is displayed.



Clicking the Yes button will confirm your intentions.



Select Yes and all MILSTRIP items are displayed (Figure 6-26).

[illegible]

### Figure 6-26: MILSTRIP Items List

To edit an item, select that item (cursor down/up or point and click with the mouse) and click the **Obligate** button. The next display will allow the user to make changes to the quantity and amount to obligate (Figure 6-27).

Mistrip Items					
Item	MSN	Item No.	Qty	Unit Price	Total
Obligate					
Quantity previously obligated:				0	
Amount previously obligated:				0.00	
New quantity to obligate:				<input type="text" value="0"/>	
New Amount to obligate:				<input type="text" value="\$0.00"/>	
				<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

### Figure 6-27: Modify MILSTRIP Items

Make the appropriate change(s) and click the **Save** button to return to the previous screen. When done with all modifications, click the **Finished** button and return to the MS document (Figure 6-28).

Marine Corps - FIMS

MS - MilStrip

Document Number : M9545097MS7R008 Amendment Number : 0

Activity Code : [CODE 881-64] Attention : COMPTROLLER Chg

Fund Code : Signal Code : Consulting Services : E

Budget POC : CONNIE VIDI (DSN 226-1130)

Technical POC :

Authorizing Official : T. P. LEBLANC, HD PMC BUDGET BRANCH

Appropration : 1771109 Subhead : 1005

RCN : 010050 PM : RA Total Document Amount : \$1,000.00

Funds Source	Line of Accounting	Amount
010050	AA 031 00701 0 000027 2D 000000 10050007R008	\$1,000.00

Amount to obligate: \$0.00 Yes No

Figure 6-28: Obligated Funds

The amount to be obligated is displayed and includes the total of all MILSTRIP items. Select Yes to continue or No to abort the obligate activity. The next display will ask for an obligation date (Figure 6-29).

Marine Corps - FIMS

MS - MilStrip

Document Number : M9545097MS7R008 Amendment Number : 0

Activity Code : [CODE 881-64] Attention : COMPTROLLER Chg

Fund Code : Signal Code : Consulting Services : E

Budget POC : CONNIE VIDI (DSN 226-1130)

Technical POC :

Authorizing Official : T. P. LEBLANC, HD PMC BUDGET BRANCH

Appropration : 1771109 Subhead : 1005

RCN : 010050 PM : RA Total Document Amount : \$1,000.00

Funds Source	Line of Accounting	Amount
010050	AA 031 00701 0 000027 2D 000000 10050007R008	\$1,000.00

Date Obligated: 07/14/97 Yes No

Figure 6-29: Funds Obligation Date

The default is the current date. Accept the default by clicking the **Yes** button or change the date and select Yes. After clicking on the Yes button, a confirmation message is displayed.

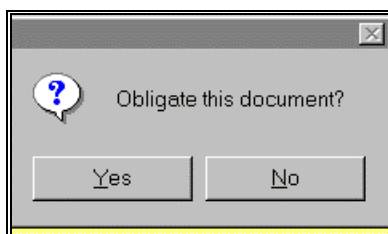


*To obligate an RC or MP document, (RC form used in this section, but identical steps apply to MP forms), select an RC document and view its contents (Figure 6-30).*

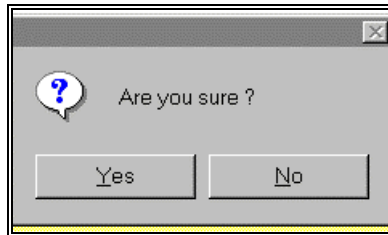
A screenshot of a software window titled "Marine Corps - FIMS". Inside the window is a form titled "RCP - Request For Contractual Procurement". The form contains several fields: "Document Number" (M9545097RC74123), "Amendment Number" (0), "Activity Code" (NSMA), "Attention" (LORI NELSON CM3 ROOM 802), "Completion" (09/30/99), "Funds Expire" (09/30/99), "Advanced" (F), "Priority" (empty), "Consulting Services" (F), "Budget POC" (KATHY B. MCKENZIE(426-1126)), "Technical POC" (KEITH DAVIS (278-2645)), "Transportation Allotment" (MARINE CORPS BULLETIN 4610 REFERS.), "Authorizing Official" (LORA M. MARTINEZ), "Appropriation" (1771109), "Subhead" (4404), "RCN" (144038), "PM" (C3), and "Total Document Amount" (\$70,000.00). On the right side of the form are buttons for "Approvals", "Remarks", "Items", "Delivery", "Shipping", and "Copy To". Below the form is a table with columns "Funds Source", "Line of Accounting", and "Amount". The table contains one row: "144038", "AA 031 20701 0 000027 2D 000000 440380074123", and "\$70,000.00". To the right of the table are buttons for "Add", "Edit", and "Delete". At the bottom of the window are buttons for "Quit", "Cancel Doc", "Obligate", "Confirm Neg", and "Print".

**Figure 6-30: RC Document**

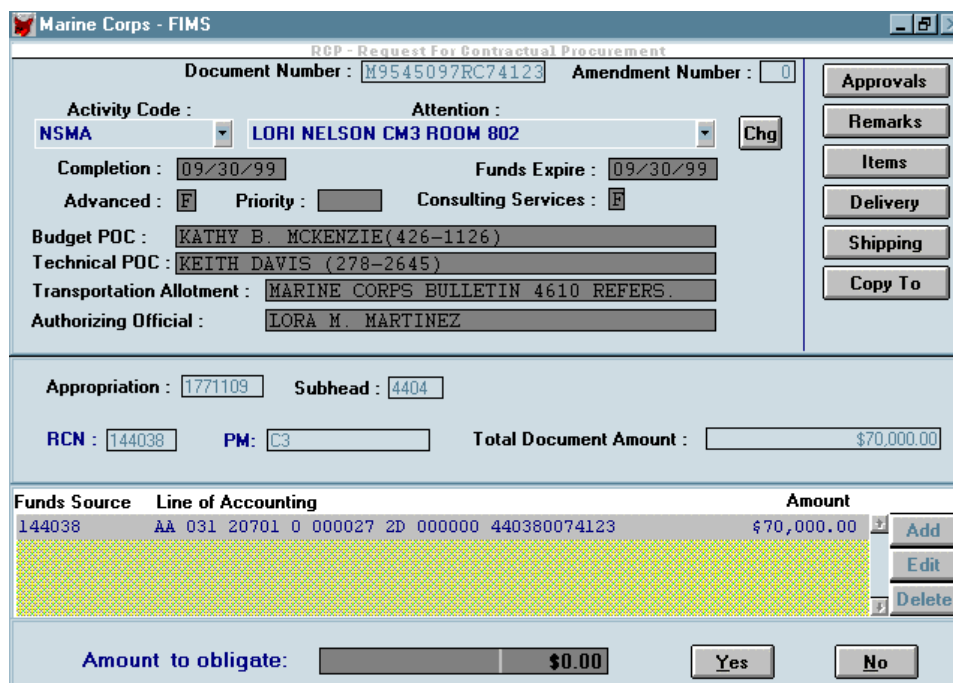
Click the **Obligate** button and the following message is displayed.



To continue, click on Yes and a confirmation message is displayed.



Select Yes to continue and the system will ask for an amount to obligate (Figure 6-31).



**Marine Corps - FIMS**  
RFP - Request For Contractual Procurement

Document Number : M9545097RC74123 Amendment Number : 0

Activity Code : NSMA Attention : LORI NELSON CM3 ROOM 802 Chg

Completion : 09/30/99 Funds Expire : 09/30/99

Advanced : F Priority : Consulting Services : F

Budget POC : KATHY B. MCKENZIE(426-1126)

Technical POC : KEITH DAVIS (278-2645)

Transportation Allotment : MARINE CORPS BULLETIN 4610 REFERS.

Authorizing Official : LORA M. MARTINEZ

Approvals  
Remarks  
Items  
Delivery  
Shipping  
Copy To

Appropriation : 1771109 Subhead : 4404

RCN : 144038 PM: C3 Total Document Amount : \$70,000.00

Funds Source	Line of Accounting	Amount
144038	AA 031 20701 0 000027 2D 000000 440380074123	\$70,000.00

Amount to obligate: \$0.00 Yes No

**Figure 6-31: RC Funds to Obligate**

Enter an amount to obligate and click the **Yes** button. The next screen will ask for information about the type of obligation document (Figure 6-32).

**Marine Corps - FIMS**  
RCP - Request for Contractual Procurement

Document Number :  Amendment Number :

Activity Code :  Attention :

Completion :  Funds Expire :

Advanced :  Priority :  Consulting Services :

Budget POC :

Technical POC :

Transportation Allotment :

Authorizing Official :

Appropriation :  Subhead :

RCN :  PM :  Total Document Amount :

Funds Source	Line of Accounting	Amount
144038	AA 031 20701 0 000027 2D 000000 440380074123	\$70,000.00

Contract Number:  Delivery Order Number:

Modification Number:

**Figure 6-32: Obligation Information**

Enter the appropriate information and click the **Yes** button to continue or **No** to abort. If Yes is selected, a confirmation of action taken is displayed.



Click on OK to continue.



### 6.3.4 MANAGE SIGNED TRAVEL DOCUMENTS

Click on the **Manage Signed Travel Documents** button and a list of these forms will be displayed (Figure 6-33).

[illegible]

### Figure 6-33: Signed Travel Document List

To view a form, select that document number and click on the **View** button. To quickly find a particular document in a long list, click the **Locate** button and enter the document's last four digits and amendment number in the locate box.

Document to be located : - 0

If the document exists, it will be displayed (Figure 6-34). If it doesn't, the user will be informed that the document does not exist.

The screenshot shows a software window titled "Marine Corps - FIMS" with a sub-header "T0 - Travel Order". The form contains several input fields and buttons. At the top, "Document Number" is "M9545097TE75012" and "Amendment Number" is "0". On the right, there are "Approvals" and "Remarks" buttons. The main section has fields for "Person Traveling" (MIMS, M. K.), "Category" (Enlisted), "State" (JA), "Number of Days" (20), "Date to Proceed by" (02/17/97), "Required Liquidation Date" (empty), "Liquidation" (F), and "Date of Liquidation" (empty). Below this, "Appropriation" is "1771109" and "Subhead" is "5950". Further down, "RCN" is "056122", "PM" is "SS", and "Total Document Amount" is "\$0.00". A table with columns "Funds Source", "Line of Accounting", and "Amount" is shown, with one row: "056122", "AA 021 00701 0 000027 2D 775012 561220075012", and "\$0.00". To the right of the table are "Add", "Edit", and "Delete" buttons. At the bottom, there are "Quit", "Cancel Doc", "Obligate", "Confirm Neg", and "Print" buttons.

Funds Source	Line of Accounting	Amount
056122	AA 021 00701 0 000027 2D 775012 561220075012	\$0.00

Figure 6-34: Signed Travel Document

- ☹ *Since funds for travel documents are obligated when committed, the **Obligate** button, in most cases, will be disabled. If it's enabled, clicking on it will result in a message saying that the document has already been obligated*

#### 6.3.4.1 CANCELING A DOCUMENT

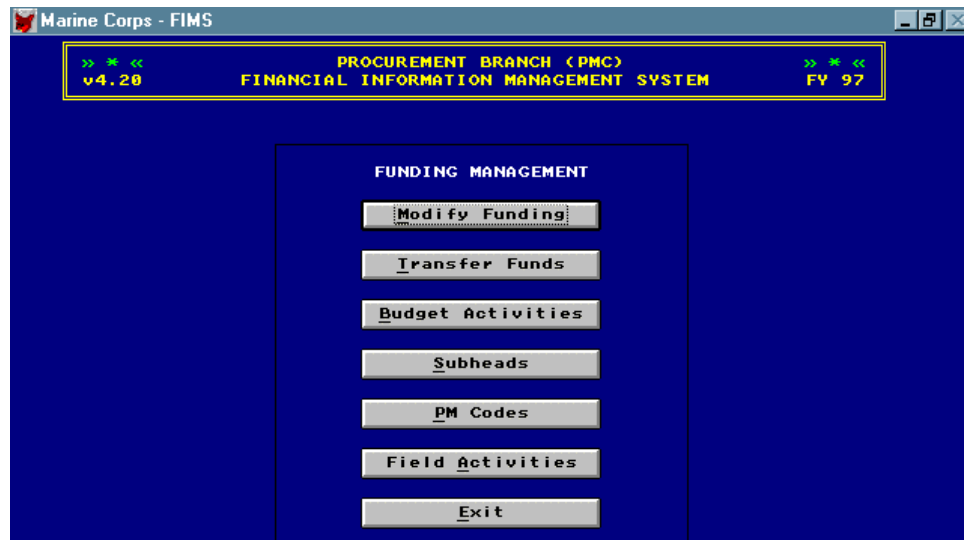
To cancel the form being viewed, click the **Cancel Doc** button and several messages will appear on screen asking for confirmation to continue. Select Yes from these messages to continue or No to abort. If Yes is selected, the form will be deleted.

#### 6.3.4.2 PRINTING A DOCUMENT

Click the **Print** button to generate a report reflecting information contained in the document being viewed.

### 6.4 FUNDING MANAGEMENT

When this option is selected, the Funding Management Menu is displayed (Figure 6-35).



**Figure 6-35: Funding Management Menu**

The six options available in this menu are summarized below:

**Modify Funding**

edit funding source detail for an RCN, create a new RCN or delete an RCN

**Transfer Funds**

between RCNs

**Budget Activities**

add, modify, view or delete a budget activity

**Subheads**

add, modify, view or delete a subhead

**PM Codes**

add, modify, view or delete a PM

**Field Activities**

add, modify, view or delete an activity

## 6.4.1 MODIFY FUNDING

Click on the **Modify Funding** button and an RCN funding list and associated data is displayed (Figure 6-36).

RCN	PM Code	Description	CPL	Allot	RCN Amount
010051	RA	NGRE MISC EQUIP			39,902,000.00
010061	AM	CHG, DEMO LINEAR HE M913			8,000,000.00
010261	AM	IGNITER TIME FUZE BLASTING M766			0.00
010781	AM	SMOKE POT, FLOATING HC SMOKE			0.00
010921	AM	CTG 7.62MM BALL LONG RANGE - D6			875,000.00
010971	AM				16,702,000.00
011041	AM	CTG 7.62MM BALL SPECIAL			0.00
011051	AM	CTG7.62MM BALL M80			3,733,000.00
011071	AM	CTG 7.62MM 4&1 LINKED			0.00
011101	AM	CTG 5.56M 4&1 LINKED			0.00
011141	AM	CTG 5.56MM BLANK			0.00
011191	AM	CTG 5.56MM BALL			20,773,000.00

Figure 6-36: RCN Funding List

### 6.4.1.1 MODIFY FUNDING

To modify funding for a particular RCN, select that RCN from the list above and click on the **Modify Funding** button located along the bottom of the list. The form selected will be displayed (Figure 6-37).

Marine Corps - FIMS

PROCUREMENT BRANCH (PMC)  
v4.20 FINANCIAL INFORMATION MANAGEMENT SYSTEM FY 97

RCN Funding List

RCN	PM Code	Description	CPL	Allot	RCN Amount
-----	---------	-------------	-----	-------	------------

EDIT funding source detail

Subhead: 27B0  
PM Code: RA  
RCN: 010051

Current funding: 39902000.00  
Amount of change: 0.00  
New funding level: 39902000.00

RCN Description: NGRE MISC EQUIP  
TAMCN:  
SLLIN:

Remarks:

Save Cancel

Figure 6-37: RCN Funding Document

Tab through the various fields and change each value as required. If **CPL** is selected (click in the circle to the left of CPL), the following will display.

CPL INFO

CPL: DATE: 08/30/96

From RCN:  
PM:

Ok

Fill in the appropriate information and click on the OK button. If **Allotment** is selected, the following will be displayed.

ALLOTMENT INFO

Allotment: Date: 08/30/96

Allotment holder number:

Ok

Again, enter the appropriate information and click on OK to continue. Once all information have been entered, click the **Save** button from the RCN Funding Document display (Figure 6-37), and return to the RCN Funding list.

#### 6.4.1.2 NEW RCN

To create a new RCN, click the **New RCN** button and a blank form is displayed (Figure 6-38).

RCN	PM Code	Description	CPL	Allot	RCN Amount

**EDIT funding source detail**

Subhead:   
PM Code:   
RCN:

Current funding:     ☒ Load    ☐ CPL ...    ☐ Allotment ...  
Amount of change:   
New funding level:

RCN Description:   
TAMCN:   
SLLIN:

Remarks:

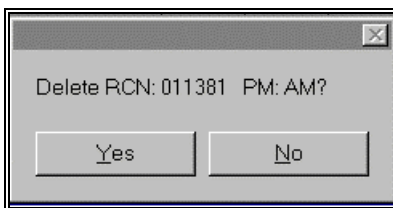
  

**Figure 6-38: New RCN Funding Form**

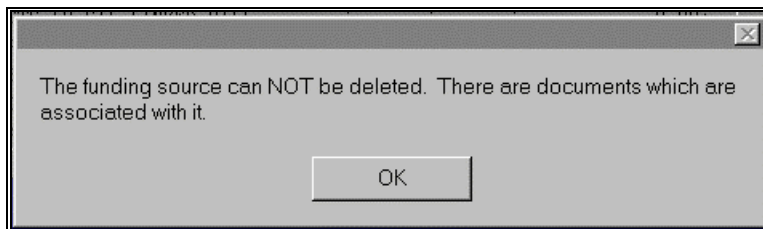
Tab through each field and enter the appropriate information. If either CPL or Allotment is selected, another box will appear requesting additional information (see section 6.2.2.1.1). Once all data has been entered, click the **Save** button to create this new RCN document and return to the RCN Funding list display.

#### 6.4.1.3 DELETE AN RCN

To delete an RCN, select that RCN from the list and click the **Delete RCN** button. A confirmation message will follow, identifying the action to be taken.



To continue, click the Yes button or No to abort. If there are documents still associated with this form's funding, it can't be deleted. The following message will be displayed.



Click on OK to continue.

#### 6.4.1.4 FIND AN RCN

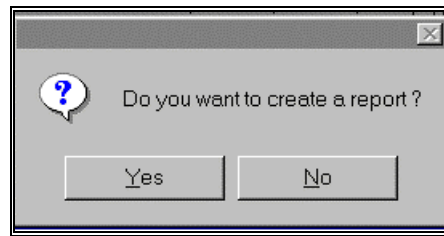
To locate a particular RCN in the list, click the **Find RCN** button and enter the requested information in the next screen.

A screenshot of a green rectangular input area with a black border. It contains two labels: "FIND RCN:" on the left and "FIND PM:" on the right, both in black uppercase text.

If the document requested exists on the list, its first occurrence will be highlighted.

#### 6.4.1.5 SAVE AND QUIT

To save all changes made during the current session and terminate the Modify Funding activity, click on the **Save and Quit** button. The system will ask if a report is desired before returning to the Funding Management main menu.



Click on Yes to generate a report with the new changes made or No for the next screen.

#### 6.4.1.6 CANCEL

To terminate a session without saving any changes, click the **Cancel** button and return to the Funding Management main menu.

#### 6.4.2 TRANSFER FUNDS

To transfer funds between RCNs, click on the **Transfer Funds** button and the system will ask the user to identify a source and destination RCN and amount to transfer

A screenshot of a terminal window titled "Marine Corps - FIMS". The window has a blue background with yellow text. At the top, it says "PROCUREMENT BRANCH (PMC)" and "FINANCIAL INFORMATION MANAGEMENT SYSTEM". Below that, it says "TRANSFER FUNDS BETWEEN RCNs". At the bottom, there is a label "From RCN :" followed by a small gray rectangular input field. The window also shows version information "v4.20" and "FY 97" on the left and right sides respectively.

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v4.20      PROCUREMENT BRANCH (PMC)      FY 97  
FINANCIAL INFORMATION MANAGEMENT SYSTEM

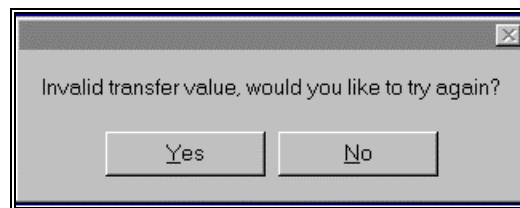
TRANSFER FUNDS BETWEEN RCNs

From RCN : 011401 - RIFLE TEAM AMMO  
FUNDING : PM(AM) \$184,000.00      MAXIMUM TRANSFERABLE : \$179,700.00

To RCN : 010050 - NATIONAL GUARD AND RESERVE EQUIPMENT APPROPRIATION  
FUNDING : PM(CRA) \$50,000,000.00

TRANSFER AMOUNT : \$ 0.00

A drop list of choices is available for the “From” and “To” fields. To view the drop list, leave the field blank and press the Enter key. Select a choice from the list and press the Enter key again. Be sure to enter a valid amount in the “Transfer Amount” field. If not, the following message will be displayed.



Click on Yes to enter another value or No to abort.

### 6.4.3 BUDGET ACTIVITIES

To access this function, click on the **Budget Activities** button and the Budget Activity menu will be displayed (Figure 6-39).

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FINANCIAL INFORMATION MANAGEMENT SYSTEM

BUDGET ACTIVITY MENU

Add a New Budget Activity

Modify data for a Budget Activity

Delete a Budget Activity

View an Existing Budget Activity

Exit

Figure 6-39: Budget Activity Menu



### 6.4.3.1 ADD A NEW BUDGET ACTIVITY

To accomplish this activity, click the **Add a New Budget Activity** button and a blank activity form is displayed with the fiscal year defaulted to the current year (Figure 6-40).

The screenshot shows a terminal window titled 'Marine Corps - FIMS'. At the top, a header bar contains 'v4.20' on the left, 'PROCUREMENT BRANCH (PMC) FINANCIAL INFORMATION MANAGEMENT SYSTEM' in the center, and 'FY 97' on the right. Below this, the title 'ADD BUDGET ACTIVITY' is centered. The form contains three input fields: 'Budget Activity:' followed by a cursor, 'Fiscal Year: 1997' (with '1997' in red), and 'Budget Activity description:' followed by a long horizontal text entry area.

**Figure 6-40: Blank Budget Activity Form**

Tab through each field and enter the appropriate information. When complete, press the Enter key and respond to each prompt with a 'Y' or 'N', as appropriate.

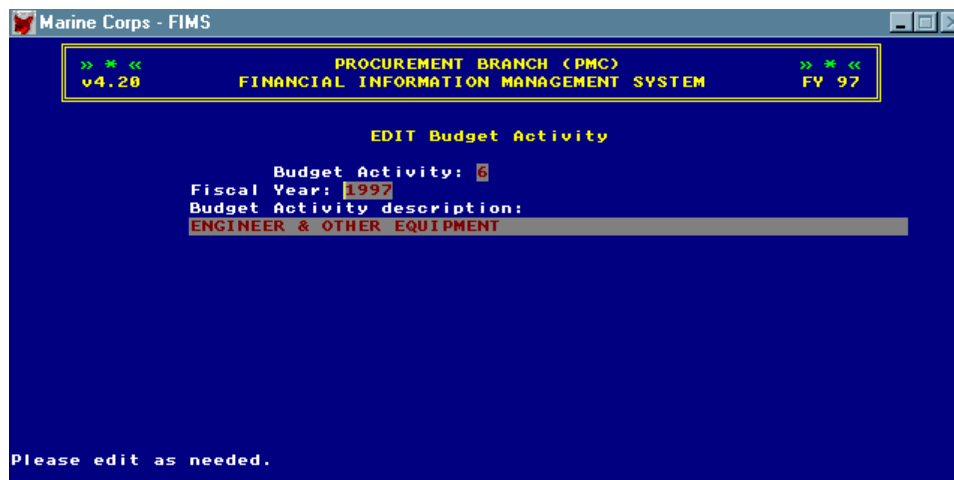
### 6.4.3.2 MODIFY DATA FOR A BUDGET ACTIVITY

To change data in a budget activity, click the **Modify Data For a Budget Activity** button and the system will ask for a budget activity to modify (Figure 6-41).

The screenshot shows a terminal window titled 'Marine Corps - FIMS'. The header bar is identical to Figure 6-40, showing 'v4.20', 'PROCUREMENT BRANCH (PMC) FINANCIAL INFORMATION MANAGEMENT SYSTEM', and 'FY 97'. The title 'EDIT Budget Activity' is centered. Below it, the prompt 'Budget Activity: ' is followed by a cursor. At the bottom of the screen, a message reads: 'Please enter Budget Activity to modify (leave blank to view choices)'.

**Figure 6-41 : Modify Budget Activity**

To view a list of budget activities, leave the field blank and press the Enter key. A drop list will be displayed and a selection can be made from this list. Once a selection is entered and displayed, changes can be made (Figure 6-42).

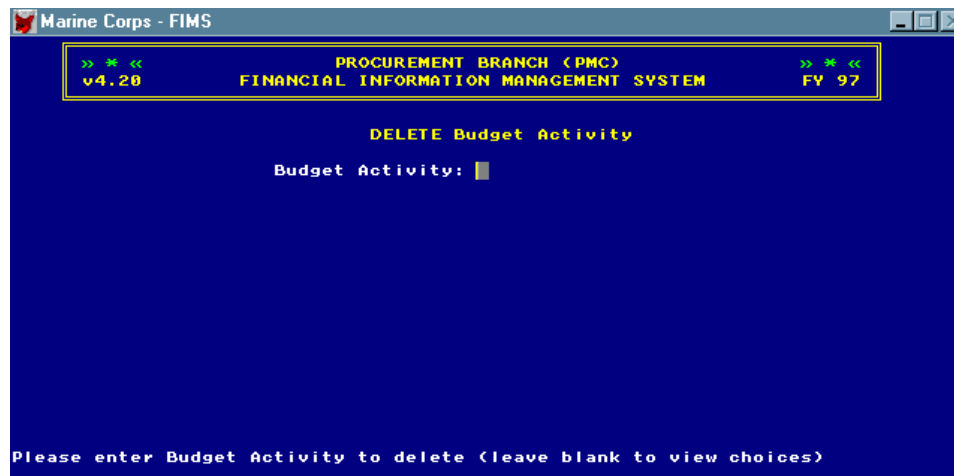


**Figure 6-42: Editing a Budget Activity**

After changes are made, press the Enter key and the system will confirm the correction and ask if you want to save these corrections. Respond to the prompts with a 'Y' or 'N', as appropriate. When the changes are finally saved, the system will display a message saying the same.

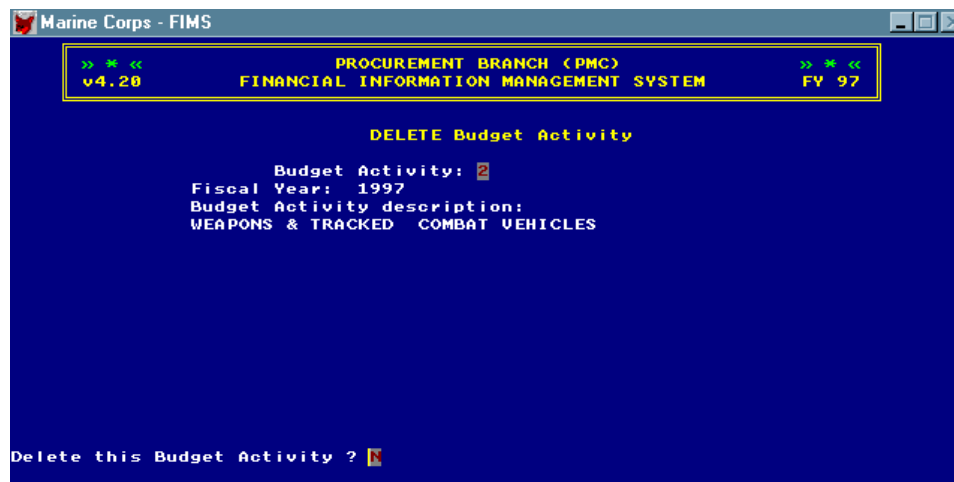
#### 6.4.3.3 DELETE A BUDGET ACTIVITY

Click on the **Delete a Budget Activity** button and the system will prompt you for a budget activity to delete (Figure 6-43).



**Figure 6-43: Delete a Budget Activity**

Enter the requested information or leave the field blank and press the Enter key to view a list of budget activities. Once a selection is made and the information displayed, the system will ask whether it should be deleted (Figure 6-44). Default is 'N'.

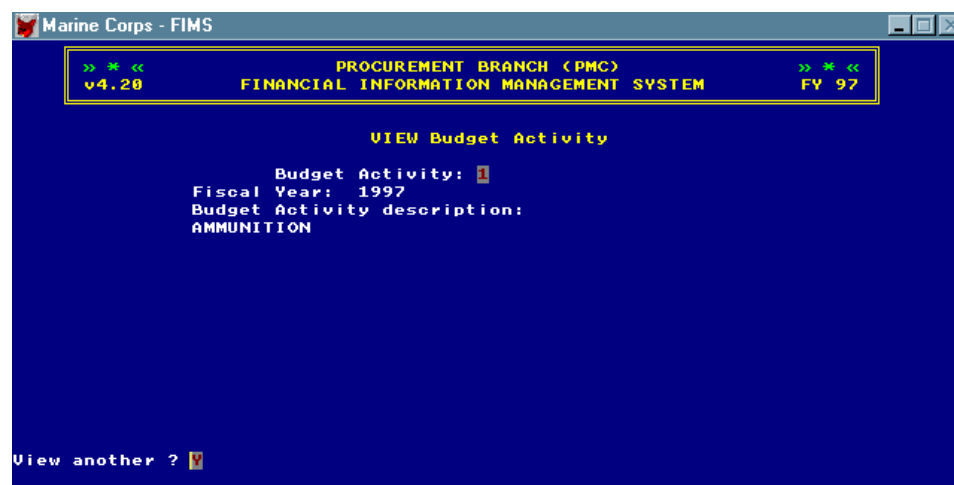


**Figure 6-44: Delete Confirmation**

To continue with deleting this activity, type a 'Y' in the prompt box and it will be deleted. To abort, simply press the Enter key.

#### **6.4.3.4 VIEW AN EXISTING BUDGET ACTIVITY**

To exercise this option, click the **View an Existing Budget Activity** button, enter the activity number, press the Enter key and the information will be displayed. Another option is to leave the field blank and press the Enter key for a drop list of possible choices. Make a selection from the list, press the Enter key and information related to that choice will be displayed (Figure 6-45).



**Figure 6-45: View a Budget Activity**

To view another budget activity, simply press the Enter key or change the 'Y' in the "View another ?" prompt box to 'N' and terminate this session.

## 6.4.4 SUBHEADS

Click on the **Subheads** bar and the Subhead menu will be displayed (Figure 6-46).

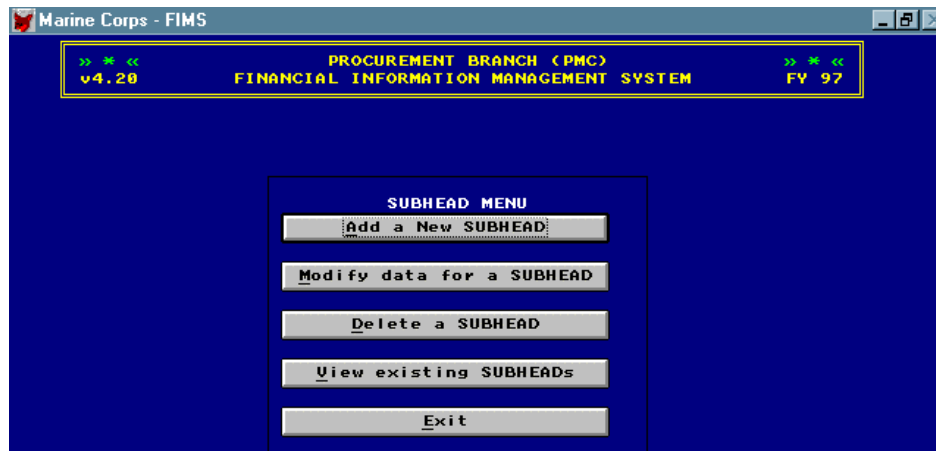


Figure 6-46: Subhead Menu

### 6.4.4.1 ADD A NEW SUBHEAD

Click on the **Add a New SUBHEAD** button and a blank Subhead form is displayed (Figure 6-47).

The screenshot shows a window titled "Marine Corps - FIMS" with the same header as Figure 6-46. Below the header, the text "ADD SUBHEAD" is centered. The form contains several fields: "SUBHEAD:" followed by a text box; "Appropriation:" followed by a text box containing "1771109"; "Budget Activity:" followed by a text box; "Fiscal Year:" followed by a text box containing "1997"; "Subhead description:" followed by a large text box; "Bureau Control Number:" followed by a text box; "Budget Line Item:" followed by a text box; and "Shopping List Line Item No:" followed by a text box.

Figure 6-47: Add Subhead Form

Fill in each field with the appropriate information and press the Enter key when done. The Budget Activity field has a drop list to select from. To see this list, leave the field blank and press the Enter key. Make a selection from the list and continue entering data in the other fields. After all the fields have been filled in and the Enter key pressed, the system will prompt the user for confirmation of the data entered and ask if the new subhead should be saved. If the response is 'Y', a message will display that the document has been saved.

#### 6.4.4.2 MODIFY DATA FOR A SUBHEAD

To change the profile of a Subhead, click on the **Modify data for a SUBHEAD** button and the system will ask for a Subhead to edit (Figure 6-48).



Figure 6-48: Edit a Subhead

Enter the requested information or leave the field blank and press the Enter key to view a drop list of choices (Figure 6-49).

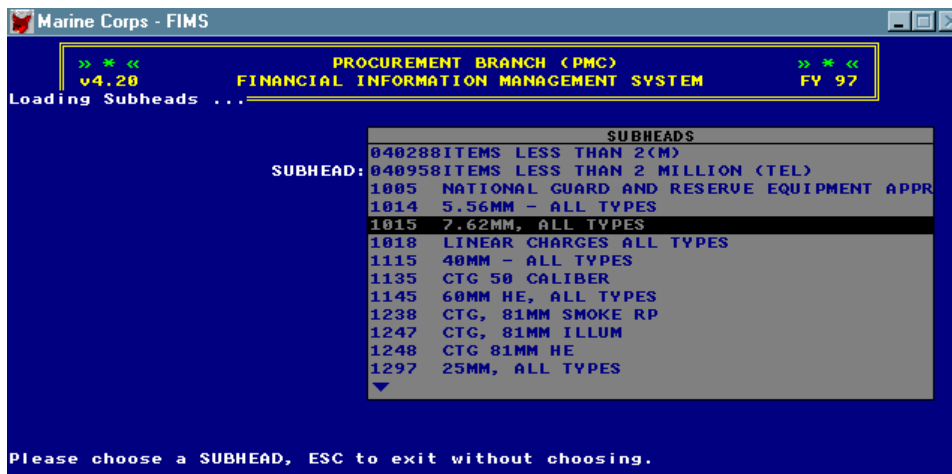


Figure 6-49: Drop List of Choices

Make a selection from this list and press the Enter key. After the subhead is displayed, the user can modify data in the various fields. When done, press the Enter key and the system will prompt the user for a confirmation of the changes made and whether to save these changes. If the user responds with a 'Y' to both prompts, a message will then display saying that the document has been saved.

### 6.4.4.3 DELETE A SUBHEAD

Click on the **Delete a Subhead** button and the system will prompt the user to enter a subhead identifier to delete (Figure 6-50).

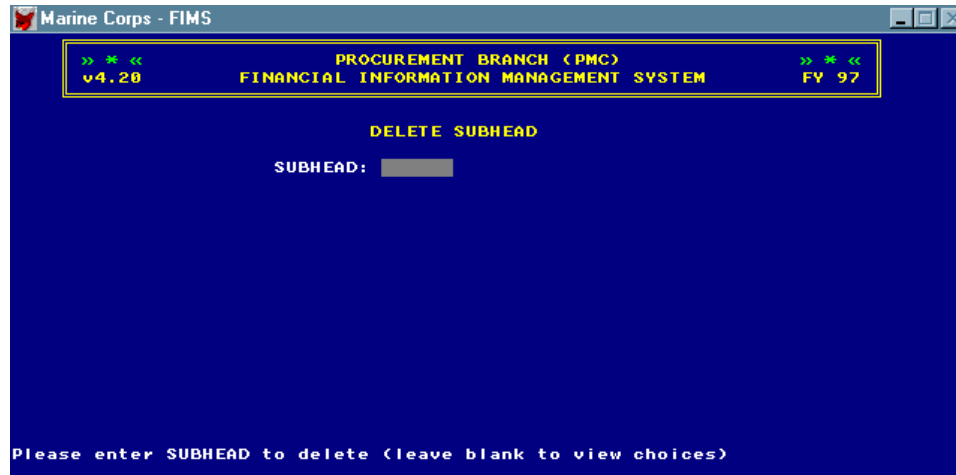


Figure 6-50: Delete a Subhead

Enter the requested information or leave the field blank and press the Enter key for a drop list of choices to select from. After information about the subhead is displayed on screen, the system will prompt the user twice for confirmation to continue with the delete activity. Respond with a 'Y' to both prompts and the subhead will be deleted.

### 6.4.4.4 VIEW EXISTING SUBHEADS

Click on the **View Existing SUBHEADS** button and the system will prompt the user to identify a Subhead to view (Figure 6-51).

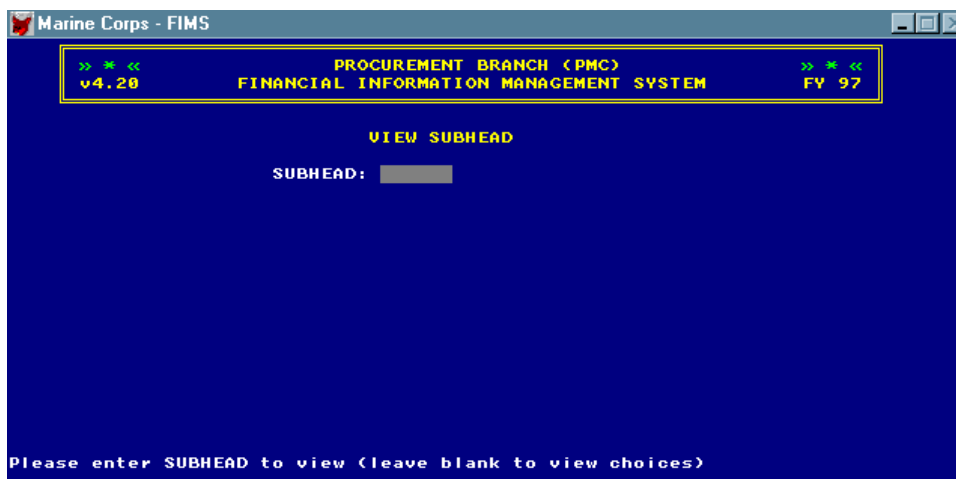


Figure 6-51: View a Subhead

Enter the requested information and press the Enter key or leave the field blank and press the Enter key to view a drop list of choices. After entering a Subhead identifier, the information related to that Subhead is displayed (Figure 6-52).

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VIEW SUBHEAD

SUBHEAD: 1145  
Appropriation: 1771109  
Budget Activity: 1  
Fiscal Year: 1997  
Subhead description:  
60MM HE, ALL TYPES  
Bureau Control Number: 00701  
Budget Line Item: 108000  
Shopping List Line Item No: 00006

View another ? Y

Figure 6-52: Subhead Information

To view information on another Subhead, ensure a 'Y' is in the "View another ?" prompt box and press the Enter key. To terminate this session, respond to the prompt with an 'N'.

#### 6.4.5 PM CODES

Click on the **PM Codes** button and a PM list is displayed (Figure 6-53).

Marine Corps - FIMS

PROCUREMENT BRANCH (PMC)  
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PM	FA	TITLE
AAV	AV	PM ASSAULT AMPHIBIOUS VEHICLE
AD/FS	C2	C4I-AD/FS SYSTEMS
AL	AL	PM, SPARES (MCLB ALBANY)
ALB		PM SPARES (MCLB ALBANY)
AM	AM	PM AMMUNITION
AV	AV	PM, AMPHIBIOUS ASSAULT VEHICLE
AW	AW	PM, AMPHIBIOUS WARFARE TECHNOLOGY

Modify PM Add PM Find PM Delete PM Save and Quit Cancel

Figure 6-53: PM Code List

### 6.4.5.1 MODIFY PM

To change the profile of a PM, select that PM from the PM list and click on the **Modify** button. The PM selected will be displayed and the user will be able to edit the title line of the PM (Figure 6-54).

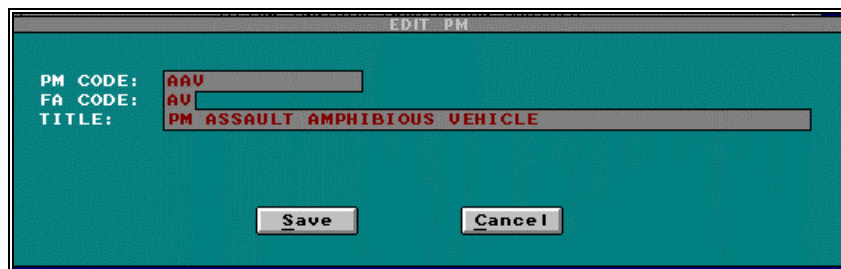


Figure 6-54: Edit PM

When changes are completed, click the **Save** button to retain all changes made to this PM or **Cancel** to abort without saving any changes and return to the previous screen.

### 6.4.5.2 ADD PM

Click the **Add PM** button and a blank PM form will display (Figure 6-55).

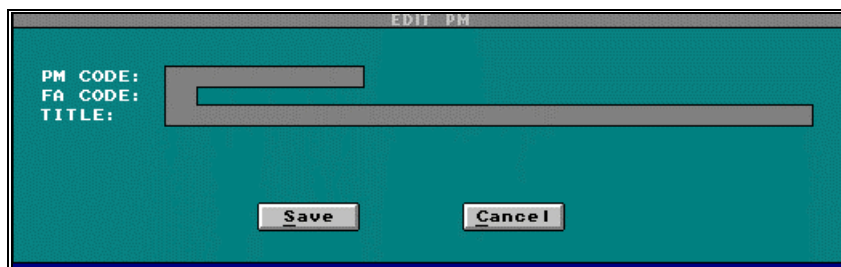


Figure 6-55: Blank PM Form

Enter the requested information and click on the **Save** button when done to save this new PM. Click on **Cancel** to abort any changes made and return to the previous screen.

### 6.4.5.3 FIND PM

To quickly locate a particular PM in a long list, click on the **Find PM** button, enter the requested information and press the Enter key.



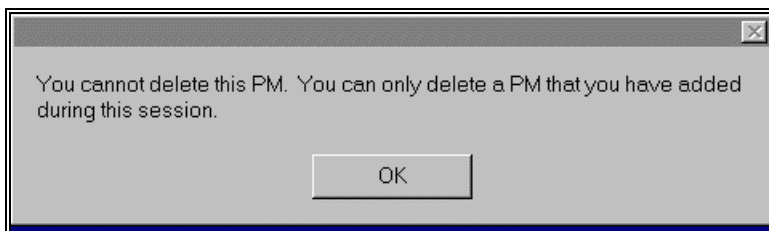


If the PM requested exists, the first occurrence of that PM is highlighted on the PM list.

#### 6.4.5.4 DELETE PM

⊖ *Only a PM created during the current session can be deleted.*

To delete a PM from the PM list, select that PM and click on the **Delete PM** button or press the 'D' key on the keyboard. If the PM selected was not added during the current session, the following message will be displayed.



Click on the OK button to abort this activity and continue with other actions.

To terminate the current session and save all changes made, click on the **Save & Quit** button. To end the session without saving any changes, click the **Cancel** button.

#### 6.4.6 FIELD ACTIVITIES

Click on the **Field Activities** button and a list of all activities is displayed (Figure 6-56).

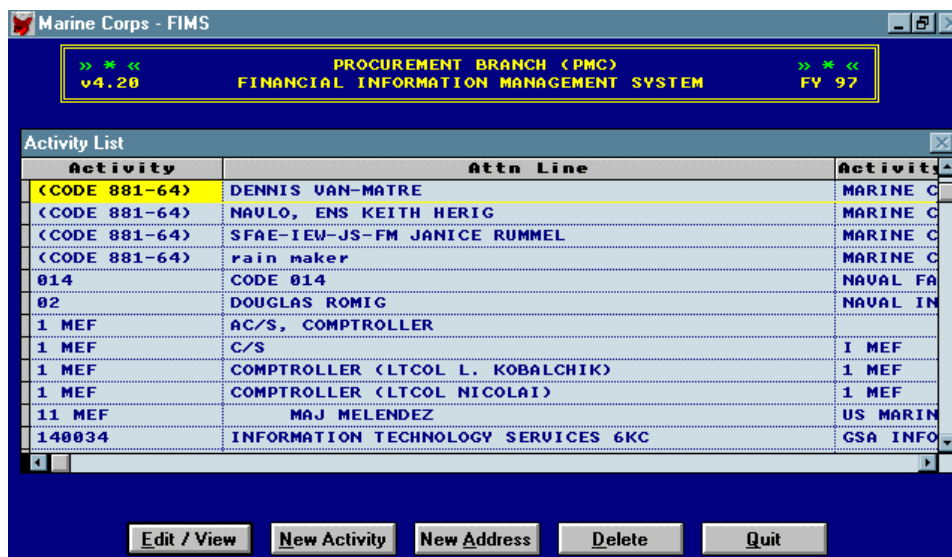


Figure 6-56: Field Activity List

### 6.4.6.1 EDIT/VIEW AN ACTIVITY

To edit or view an activity, select that activity from the list and click on the **Edit/View** button, and the activity will be displayed (Figure 6-57).

Modify Activity

Activity Code : [CODE 881-64] Attn : DENNIS VAN-MATRE

Activity Name : MARINE CORPS M/C MAINTENANCE CENTER

This is the address that will appear on the printed document

COMMANDER

MARINE CORPS M/C MAINTENANCE CENTER

MARINE CORPS LOGISTICS BASE

Attn : DENNIS VAN-MATRE

ALBANY GA 31704-1128

Save Cancel

**Figure 6-57: Activity Display**

To edit this activity, tab through the various fields, make the appropriate changes and click on the **Save** button to retain all changes made. To undo any changes made, click on the **Cancel** button.

### 6.4.6.2 NEW ACTIVITY

To create and add a new activity, click on the **New Activity** button and a blank activity form is displayed (Figure 6-58).

Modify Activity

Activity Code :  Attn :

Activity Name :

This is the address that will appear on the printed document

Attn :

Save Cancel

**Figure 6-58: New Activity Form**

Tab through each field and enter the information requested. When done, click on **Save** to create and add this new activity to the list. To abort, click the **Cancel** button.

#### 6.4.6.3 NEW ADDRESS

To change the address of an existing activity, while retaining a record of the original, first select an activity (original) from the list and click on the **New Address** button. The activity will be displayed (Figure 6-59).

Modify Activity

Activity Code : **CODE 881-64** Attn :

Activity Name : **MARINE CORPS M/C MAINTENANCE CENTER**

This is the address that will appear on the printed document

**COMMANDER**  
**MARINE CORPS M/C MAINTENANCE CENTER**  
**MARINE CORPS LOGISTICS BASE**  
Attn :   
  
**ALBANY** **GA** **31704-1128**

Save Cancel

**Figure 6-59: New Address Display**

Make the appropriate changes on this activity and click the **Save** button. A new activity reflecting these changes will be created and added to the list while still retaining the original activity with its values unchanged. To undo any changes made and abort this option, click on the **Cancel** button.

#### 6.4.6.4 DELETE AN ACTIVITY

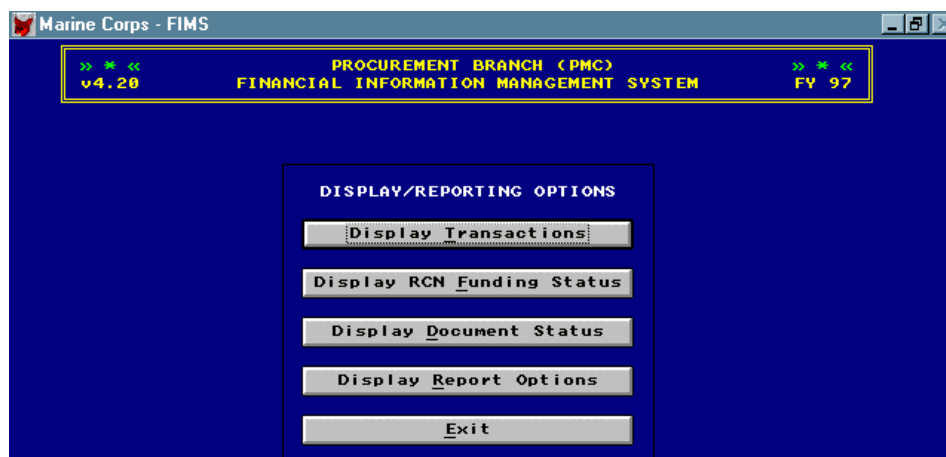
To delete an activity, first select it from the activity list and click on the **Delete** button. The system will ask if you're sure, and if you click on Yes, the activity will be deleted. If the activity is specified on any existing/active document(s), it can't be deleted. The following message will be displayed.



Click on OK to abort the delete activity and continue.

### 6.5 REPORT OPTIONS

Click on the **Report Options** bar and the Display/Reporting Options menu is displayed (Figure 6-60).



**Figure 6-60: Report Options Menu**

The four options available during this session are summarized below:

**Display Transactions**

view transaction history of documents

**Display RCN Funding Status**

view an RCNs funding profile

**Display Document Status**

view document status by document type

**Display Report Options**

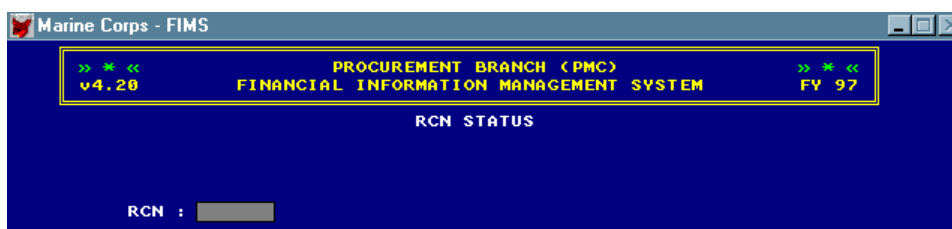
view, save to file or print out a number of reports

**6.5.1 DISPLAY TRANSACTIONS**

***NOTE: Module down for maintenance as of 6 September 96***

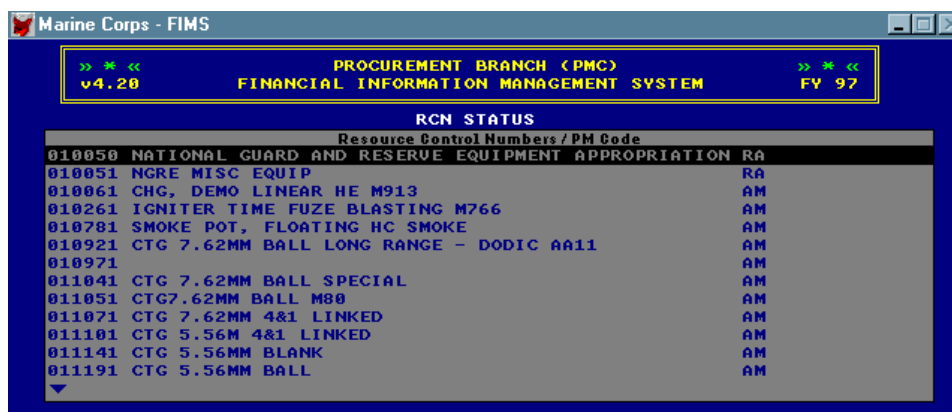
**6.5.2 DISPLAY RCN FUNDING STATUS**

To view the funding profile of an RCN, click on the **Display RCN Funding Status** button, and the system will ask the user to input an RCN (Figure 6-61).



**Figure 6-61: Identify RCN**

Enter the requested information or leave the field blank and press the Enter key for a drop list of choices (Figure 6-62).



**Figure 6-62: RCN Drop List**

Make a selection from this list by clicking on a line or highlighting the line and pressing the Enter key. Once a choice is made, the requested information is displayed (Figure 6-63).

The screenshot shows a window titled "Marine Corps - FIMS". Inside, there's a header box with "v4.20" on the left, "PROCUREMENT BRANCH (PMC) FINANCIAL INFORMATION MANAGEMENT SYSTEM" in the center, and "FY 97" on the right. Below this, the title "RCN STATUS" is centered. The main content area displays the following information:

RCN : 010050 PM : RA

Prelogged Amount:	\$	0.00
Inlogged Amount:	\$	0.00
Committed Amount:	\$	2,100.00
Obligated Amount:	\$	0.00
Total Used:	\$	2,100.00
Current Total Allocation:	\$	50,000,000.00
Remaining Unused:	\$	49,997,900.00

Press any key.

**Figure 6-63: RCN Funding Information**

When done viewing the information, press any key on the keyboard to return to the RCN list.

### 6.5.3 DISPLAY DOCUMENT STATUS

Click on the **Display Document Status** button and the system will request a document number (Figure 6-64).

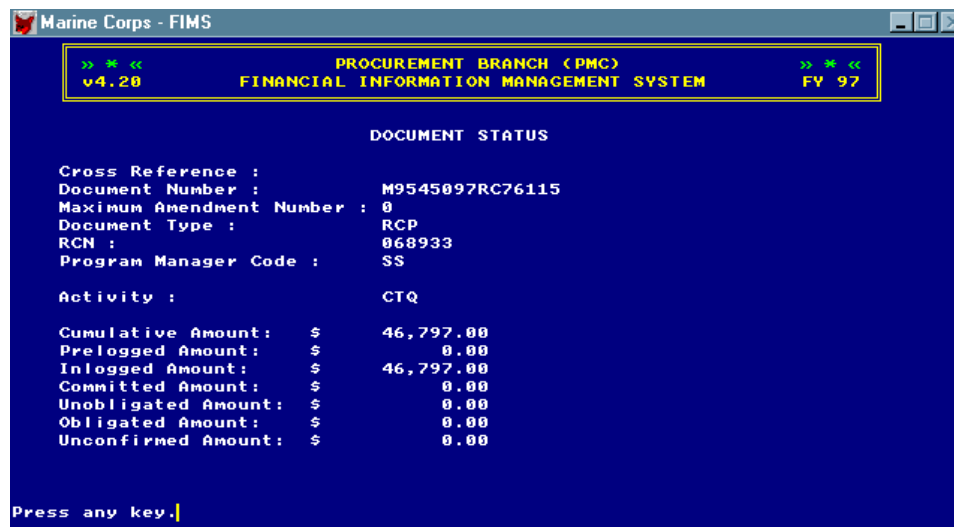
The screenshot shows a window titled "Marine Corps - FIMS". Inside, there's a header box with "v4.20" on the left, "PROCUREMENT BRANCH (PMC) FINANCIAL INFORMATION MANAGEMENT SYSTEM" in the center, and "FY 97" on the right. Below this, the title "- DOCUMENT STATUS -" is centered. The main content area displays the following information:

DOCUMENT NUMBER:

Please enter the document number.

**Figure 6-64: Document Number Input**

Complete filling in the requested information, press the Enter key and the information requested is displayed (Figure 6-65).



**Figure 6-65: Document Status Display**

When done viewing the requested information, press any key on the keyboard to continue. If the information requested is not in the database, the following message will be displayed.



Click on OK to continue.

#### 6.5.4 DISPLAY REPORT OPTIONS

Click on the **Display Report Options** button and the Report Menu will be displayed (Figure 6-66).

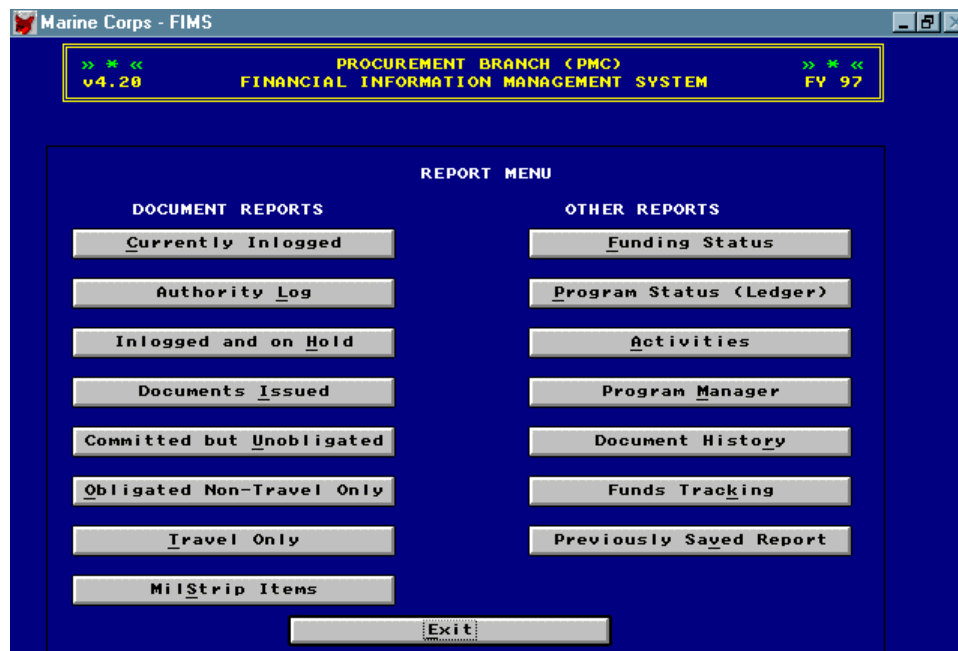


Figure 6-66: Report Options Menu

- ⊙ *While the system is creating or printing a report, the user has the option of aborting further activity by pressing the Escape (Esc) key. This action will halt further processing and return the user to the previous screen display. This option applies to all reports.*

*After the system has generated the requested report and displayed it on screen, the user will be given the option of printing it, saving it to a file, or exiting.*

Some of these reports will be automatically generated after clicking on a selection, without further user inputs. Once generated, the user will be given a choice of printing the report or saving it to a file. The following selections will automatically create a report without further inputs from the user:

*Currently Inlogged  
Authority Log  
Inlogged and On Hold  
Obligated Non-Travel Only  
MilStrip Items  
Activities  
Program Manager*



The remainder will ask for more information before creating a report.

#### 6.5.4.1 DOCUMENTS ISSUED

Click on the **Documents Issued** button and a menu of choices is displayed (Figure 6-67).

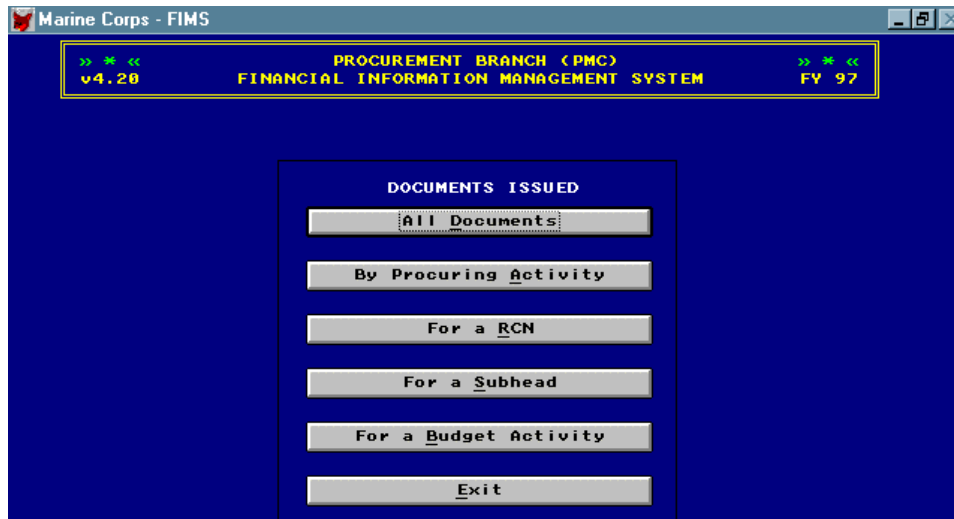
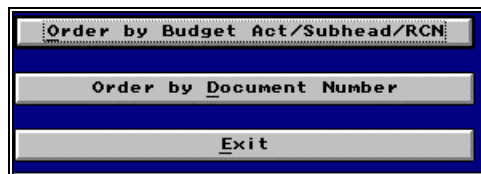


Figure 6-67: Documents Issued Menu

If **All Documents** are selected, the system will offer two more options to select from.

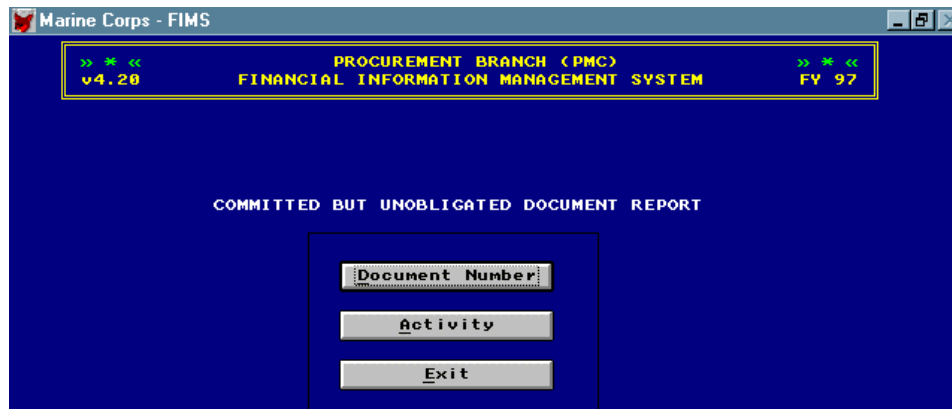


Click on a selection and the system will create that report.

Click on the other options (from the Documents Issued menu), as required, to create that type report.

#### 6.5.4.2 COMMITTED BUT UNOBLIGATED

Click on this button and the system will display two more choices (Figure 6-68).

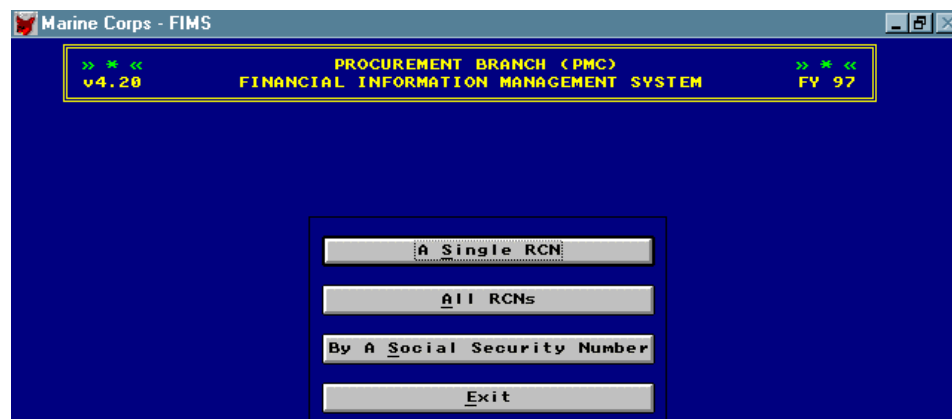


**Figure 6-68: Committed But Unobligated Report Options**

Click on either option and the appropriate report will be created.

#### 6.5.4.3 TRAVEL ONLY

To create this report, click the **Travel Only** button and more selections will be displayed (Figure 6-69).

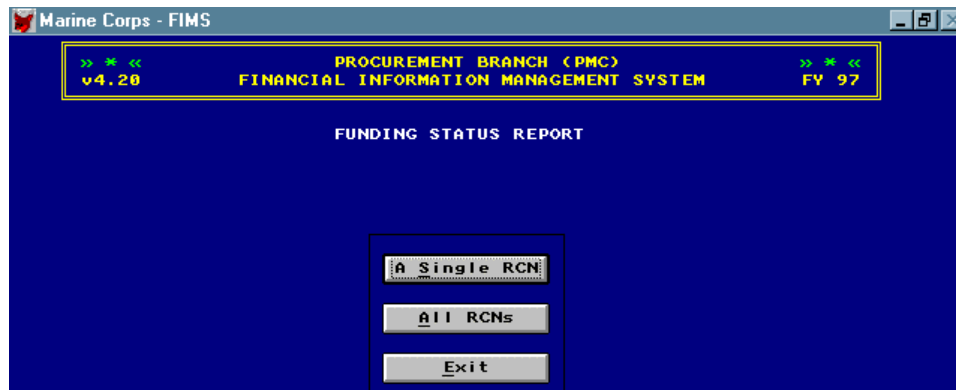


**Figure 6-69: Travel Report Options**

If **A Single RCN** or **By a Social Security Number** is selected, the system will ask for additional input from the user before creating that report. Clicking on **All RCNs** will create that report with no further inputs required from the user.

#### 6.5.4.4 FUNDING STATUS

Click on this option and the system will display additional selections (Figure 6-70).



**Figure 6-70: Funding Status Report Options**

Click on **A Single RCN** and the system will ask the user to identify the RCN requested. Enter that information and a report will be created. Select **All RCNs** and a report is created without further inputs from the user.

#### **6.5.4.5 PROGRAM STATUS (LEDGER)**

Click on this option and the system will ask for an RCN. Provide the appropriate information and a report will be created.

#### **6.5.4.6 DOCUMENT HISTORY**

To generate a Commitments and Obligations report, click the **Document History** button, enter the requested information for a document number and the system will create the requested report

#### 6.5.4.7 FUNDS TRACKING

To create this report, click on the **Funds Tracking** button and select a more specific report from the following menu (Figure 6-71).

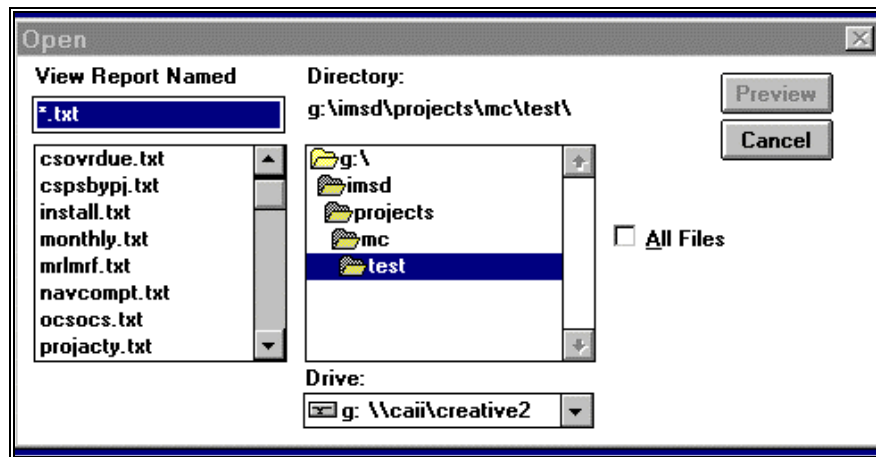


**Figure 6-71: Funds Tracking Report Options**

Click on a selection and that report will be generated.

#### 6.5.4.8 PREVIOUSLY SAVED REPORT

As noted in section 6.5.4, Display Report Options, after a report is created and displayed on screen, the user has the option of printing it, saving it to a file (floppy disk, hard disk, etc.) or exiting. If "save to a file" was selected, then the report was stored to that file (filename created by user), on the device (floppy disk, hard disk, etc.) selected by the user. This option will allow a user to retrieve the report (from disk or floppy) and display it on screen. When this option is selected, the open dialog box will be displayed (Figure 6-72).



**Figure 6-72: Open a Saved Report**

The user needs to identify the drive, directory and filename of the report to open (information user created when saving the report). For more detailed information on how to open a file, refer to any DOS or Windows manual and read the section regarding saving and opening a file.

## 6.6 UTILITY OPTIONS

Click on this button and the Utilities Menu is displayed (Figure 6-73).



**Figure 6-73: Utilities Options Menu**

The five options available in this session are summarized below.

### List current users

look at current users of the system

### Manage users

edit, add or delete users (access limited)

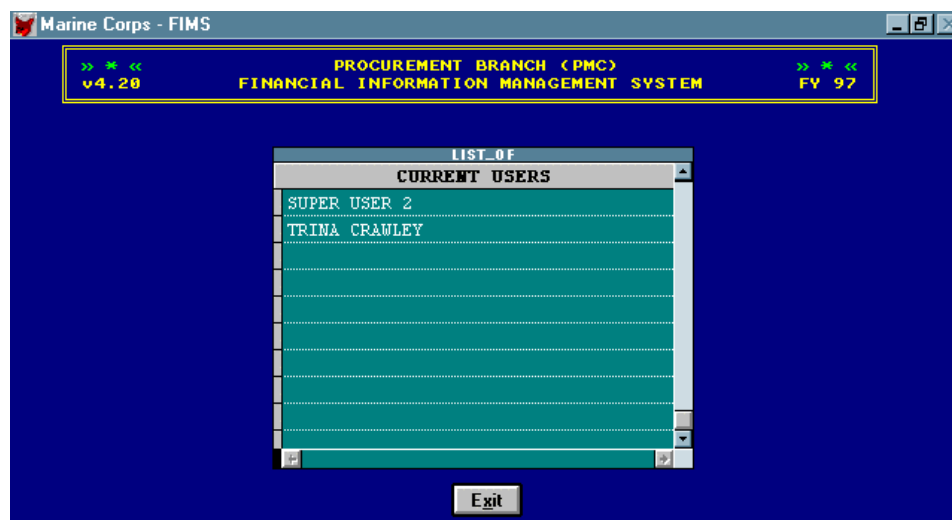
**Password change** change a user's password

**Change fiscal years** change the current fiscal year

**Create new fiscal year** create a new fiscal year

### 6.6.1 LIST CURRENT USERS

To view a list of current users of the system, click the **List current users** button and the following list will be displayed (Figure 6-74).



**Figure 6-74: System User List**

If the list is longer than a screen page, scroll up or down the list by clicking on the directional arrow heads located on the right side of the list.

## 6.6.2 MANAGE USERS

- ⊖ *Access to this option will be limited to a few key positions within the organization, such as the System Administrator and Program Manager.*

To edit, delete or add a user, click the **Manage Users** button and the following screen is displayed (Figure 6-75).

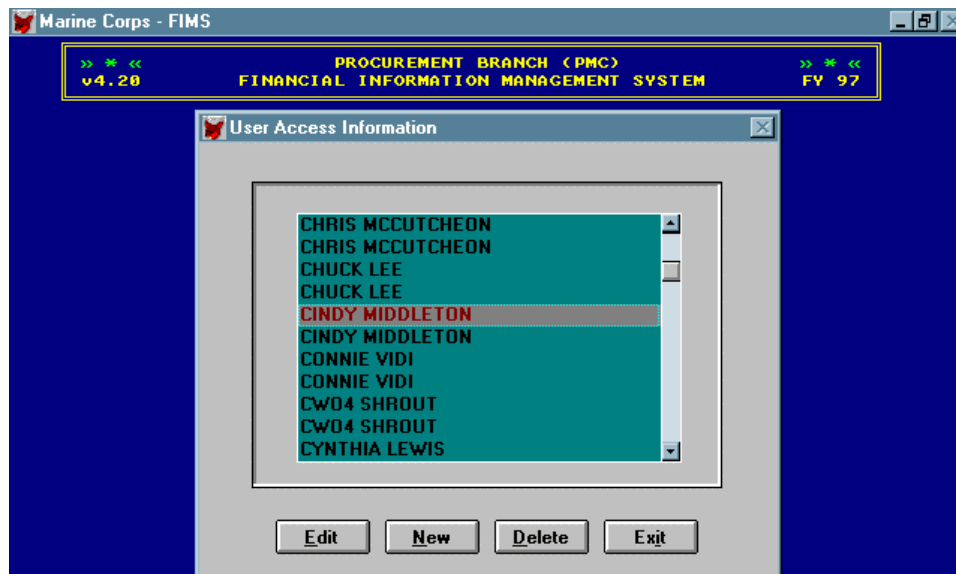


Figure 6-75: Edit Users List

To edit a user's profile, highlight the user's name and click on the **Edit** button. The individual's record is displayed (Figure 6-76).

Marine Corps - FIMS

PROCUREMENT BRANCH (PMC)

v4 User Access Data Screen

**User Box**

Full Name: CINDY MIDDLETON

Initial: CLM

Password:

Telephone: 784-5822 X257

**Access Box**

Access Level: 5

PM Table Check : ☒ :

Save

Cancel

**PM Listing**

PE	
PE	

**Figure 6-76: Edit User's Profile**

Edit the appropriate field(s) and click the **Save** button to retain all changes or **Cancel** to abort.



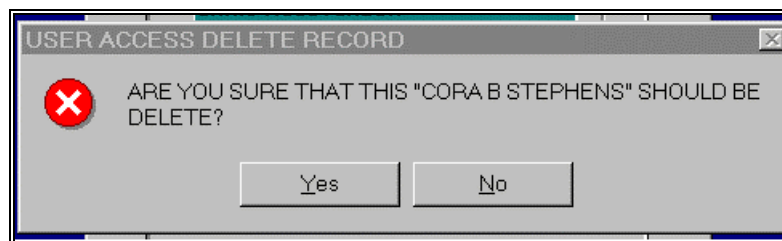
To add a new user to the list, click the **New** button and a blank record is displayed (Figure 6-77).

The screenshot shows a software window titled "Marine Corps - FIMS" with a sub-header "PROCUREMENT BRANCH (PMC)" and "FINANCIAL INFORMATION MANAGEMENT SYSTEM". The main window is titled "User Access Data Screen". It contains a "User Box" with four input fields: "Full Name:", "Initial:", "Password:", and "Telephone:". Below the "User Box" is an "Access Box" with "Access Level:" set to "0" and a "PM Table Check:" checkbox. To the right of the "User Box" is a "PM Listing" area with a scrollable list showing "No PM List". At the bottom right are "Save" and "Cancel" buttons.

**Figure 6-77: New User Form**

Enter data in the appropriate fields and click on **Save** to create a new record or **Cancel** to abort.

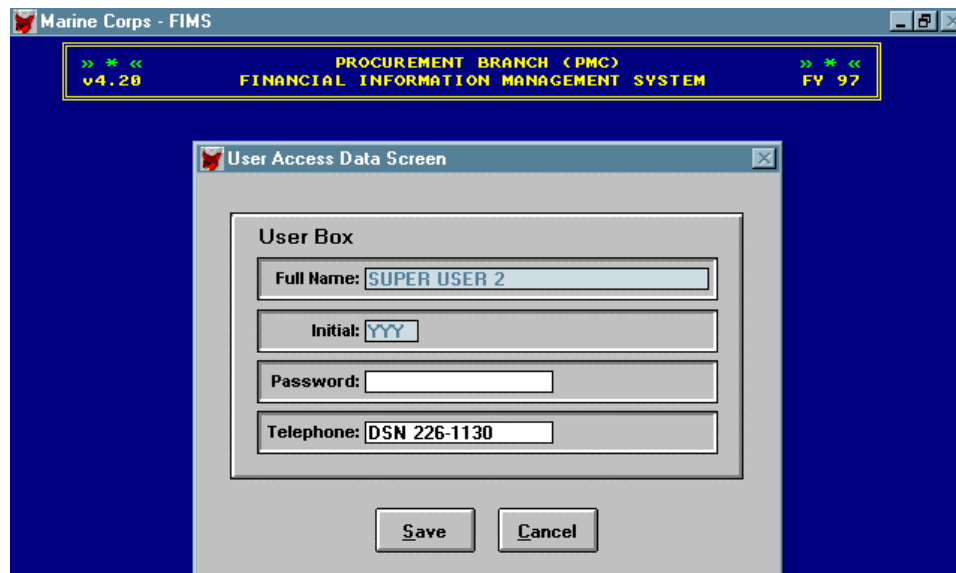
To delete a user from the list, first highlight the user's name and click on the **Delete** button. The system will respond with the following message.



Click on Yes to delete the record or No to abort.

### 6.6.3 PASSWORD CHANGE

To change the current user's password, click the **Password change** button and that record will be displayed (Figure 6-78).



The screenshot shows a window titled "Marine Corps - FIMS" with a status bar indicating "PROCUREMENT BRANCH (PMC)" and "FINANCIAL INFORMATION MANAGEMENT SYSTEM". The version is "v4.20" and the fiscal year is "FV 97". The main window is titled "User Access Data Screen" and contains a "User Box" with the following fields:

- Full Name: SUPER USER 2
- Initial: YYY
- Password: (empty)
- Telephone: DSN 226-1130

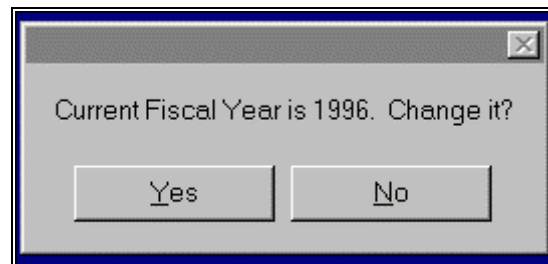
At the bottom of the User Box are two buttons: "Save" and "Cancel".

Figure 6-78 : Password Change Display

Enter a new password and click on **Save** or **Cancel** to abort.

### 6.6.4 CHANGE FISCAL YEARS

To work with or look at information in another fiscal year, click the **Change fiscal years** button, and the system will first display the current fiscal year and ask if the user wants to change it.



The screenshot shows a dialog box with the text "Current Fiscal Year is 1996. Change it?". There are two buttons: "Yes" and "No".

If Yes is selected the following prompt will ask for the new fiscal year.

**Current Fiscal Year : 1996**

Enter the year desired in the box and press the Enter key.

### 6.6.5 CREATE NEW FISCAL YEAR

To create a new fiscal year, click the **Create new fiscal year** button and a prompt will ask for the new fiscal year.



A screenshot of a blue prompt box with white text. The text reads "What Fiscal Year ?" followed by a red box containing the number "1998".

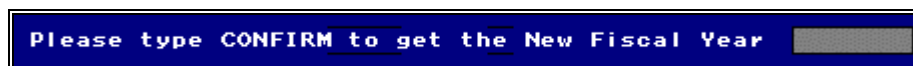
Enter a new fiscal year and press the Enter key. If the year already exists, a message will inform the user that the "New FY already exists".

If the new fiscal year is a valid entry (doesn't already exist), the next message will identify the activity to be performed.



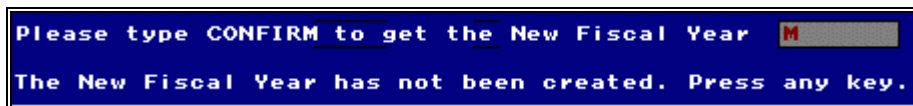
A screenshot of a blue prompt box with white text. The text reads "Create New Fiscal Year 2002?" followed by a red box containing the letter "N".

Enter a 'Y' in the box to continue or 'N' to abort (default is 'N'). If 'Y' is entered, the user will be asked to confirm this action.



A screenshot of a blue prompt box with white text. The text reads "Please type CONFIRM to get the New Fiscal Year" followed by a grey rectangular input field.

Type CONFIRM in the box and press the Enter key to complete this activity. If CONFIRM is not typed and the Enter key is pressed, another message will appear below the CONFIRM message.



A screenshot of a blue prompt box with white text. The text reads "Please type CONFIRM to get the New Fiscal Year" followed by a red box containing the letter "M". Below this, the text reads "The New Fiscal Year has not been created. Press any key."

This aborts the **Create a new fiscal year** activity. Press any key on the keyboard to continue.